

**Report of the Standing Committee on
Administration and Finance 2024 (SCAF-2024)**

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**Report of the Meeting of the Standing Committee
on Administration and Finance (SCAF–2024)**
(Hobart, Tasmania, 16 to 18 October 2024)

Opening of the meeting

1. Ambassador M. Gowland (Argentina), in his first year as Chair of the Standing Committee on Administration and Finance (SCAF), facilitated discussions on Item 10 of the Commission’s agenda.
2. The Chair welcomed delegates to the meeting.

Organisation of the meeting

3. SCAF considered its agenda as adopted by the Commission.

Annual Financial Statements

4. The Secretariat introduced CCAMLR-43/03 which contains the 2023 Financial Statements. The 2023 Financial Statements were signed off by the Australian National Audit Office (ANAO) on 24 June 2024.
5. SCAF accepted the financial statements for year ended 31 December 2023 and recommended that the Commission adopt the audited financial statements for the 2023 financial year.

Secretariat matters

Executive Secretary’s Report

6. The Executive Secretary presented CCAMLR-43/05, reporting on and highlighting the work of the Secretariat over the past year and on the Secretariat Strategic Plan 2023–2026.
7. SCAF accepted the report of the Executive Secretary and congratulated the Secretariat on the large amount of work undertaken in the year and the support offered to all Commission and Scientific Committee activities.
8. SCAF noted that as requested at CCAMLR-42 (SCAF-2023, paragraph 9) that the Secretariat was in the process of renewing the lease on the Headquarters Building for the period 2025–2030.
9. SCAF noted the importance of ensuring a comparable level of interpretation into all languages. Russia noted it was particularly relevant to improve the quality of interpretation to and from the Russian language.

10. Russia stressed the need for information about administrative and financial costs for the Secretariat of the consultation of the Executive Secretary with the Australian authorities on the application of the Headquarters Agreement as well as virtual HODS requested by CCAMLR-42 report (paragraphs 12.10 and 12.11).

Proposal for the Development of a CCAMLR Communications Strategy

11. The Secretariat introduced CCAMLR-43/26 Rev. 1 containing a proposal for the development of a Communications Strategy as identified in the 2023–2026 Strategic Plan. SCAF endorsed the Terms of Reference for an e-group to undertake this work (Appendix I).

Selection process for the Executive Secretary

12. The Secretariat introduced CCAMLR-43/07 which contains the draft procedures for the recruitment and appointment of the Executive Secretary.

13. Responding to a question from Germany the Executive Secretary confirmed that all interviews would be held in person in the first week of CCAMLR-44, allowing for all Heads of Delegation to participate in the interviews. The format of the interviews would be decided at the Heads of Delegation meeting.

14. SCAF endorsed the procedures with the amendment of the advertisement to include the statement that CCAMLR is an equal opportunity employer (Appendix II).

Capacity Building

Activities of the General Capacity Building Fund (GCBF)

15. The Secretariat introduced CCAMLR-43/08. The paper presented the activities of the Fund during 2024, noting that there was one application for the general component of the GCBF and five applicants for the travel component in 2024, with combined travel support totalling A\$39 497.

16. SCAF thanked the Panel for the paper and noted:

- (i) the final report for the Uruguay project (COMM CIRC 24/23)
- (ii) the successful applications for travel assistance in 2024 and the successful applicant for the general component in 2024
- (iii) the request for voluntary contributions to the GCBF from Members.

17. Uruguay expressed its gratitude for the project that was financed by the GCBF.

18. SCAF endorsed the recommendation to the Commission to fund the Cap-DLISA project, and requested the Scientific Committee consider providing A\$15 000 from the GSCF to the GCBF towards the cost of the Cap-DLISA project.

19. SCAF endorsed the recommendation to the Commission to modify the Guidelines, to include the words ‘Please include a letter of support from at least one Member with your application’ to form item 7 within Schedule C, Application form for travel support to attend a meeting/workshop.

Review of 2024 Budget, 2025 Draft Budget and 2026 Forecast Budget

20. The Secretariat introduced CCAMLR-43/04, noting that higher demands on the Secretariat and some costs rising at a faster rate than CPI are making it increasingly difficult to deliver long-term financial sustainability of the General Fund.

Review of 2024 Budget

21. SCAF commended the Secretariat’s ongoing efforts in achieving efficiency and cost savings to ameliorate the 2024 budgetary deficit, with many Members acknowledging that the Secretariat were making good use of the budgetary resources currently available to them.

22. The Secretariat reported that it was continuing to review its activities to generate cost efficiencies, but that some of these measures were exhausted or unsustainable.

23. SCAF noted that some Members currently have unpaid Member contributions for 2024 (Appendix IV), although no Members have outstanding contributions from prior financial years. The Secretariat reminded SCAF that late payments reduce the interest income available to CCAMLR, with an estimated annual budgetary impact of A\$30 000 to A\$35 000 at current interest rates. Some Members with outstanding contributions indicated either that they had been paid recently or would be paid very soon.

24. SCAF approved the revised budget for 2024 (Appendix III).

Sustainable financing

25. As its convenor, Argentina introduced the Report of the Sustainable Financing ICG (CCAMLR-43/09) noting that the Commission had requested it to identify sustainable financing options for increased cost recovery for fisheries management and other administrative activities in 2024 and provide a proposal to CCAMLR-43 (CCAMLR-42, paragraph 10.9). SCAF thanked Argentina and the Secretariat for undertaking the relevant analyses and recognised Members who had contributed to the work of the ICG.

26. SCAF noted that CCAMLR-43/09 proposed some options for generating an additional A\$500 000 income in 2025 from a combination of the following three elements of income: Member equal share contributions, Member fishing share contributions and notification fees.

- (i) Option 1 proposed a small increase in equal share contributions over CPI, and a larger and equally shared increase in the other two elements.
- (ii) Option 1a applied Option 1 over a two-year period.
- (iii) Option 2 proposed a slightly higher increase in equal share contributions and the balance contributed equally between the other two elements.
- (iv) Option 3 proposed no increase over CPI for the equal share and the balance contributed equally between the other two elements.

27. Many Members stated that they could accept Option 1 or 1a. Brazil stated that it preferred Option 3, but in the spirit of compromise could accept Option 1a.

28. China thanked the ICG for its work and expressed its regret that its proposed option was not included in the options. China reiterated that its option, namely all the three elements of funding be increased in equal proportion, should be included as one of the options for the Commission's consideration. China emphasised that there are different interpretations of the Secretariat's calculations on fishery management costs, as the expenses are serving both rational use and protection activities of CCAMLR.-China noted that the significant increase in the workload of the Secretariat in recent years related to environmental issues rather than purely fishery management. Fishery benefit has already been fully considered in the fishing component of contributions. Since the term 'conservation' includes rational use, China considered that the Commission should take a balanced approach to ensure financial sustainability of the General Fund. Increasing the equal share of contributions is consistent with usual practice of international organisations and is more conducive to the sustainable financing of CCAMLR. China also encouraged a more effective use of special funds or other voluntary funds to supplement the general fund.

29. Russia noted that no justification for an increase in income to the General Fund was provided. It proposed the tasks of the Secretariat to be prioritised by the SC, SCIC and the Commission to properly manage the workload of the Secretariat staff, exploring options within the existing budget. Russia suggested that the Secretariat presents the list of staff members with the proposed staffing level to that end.

30. The Secretariat reported that it had improved its efficiencies and continued to look for such opportunities. These included the use of more automation and technological tools. Nevertheless, the Executive Secretary noted that the requests of the Scientific Committee and the Commission, the increases in scientific workload to support new scientific activity, the demands of increasing attendance at meetings, the increasing size and complexity of fisheries in the Convention Area, and the increasing requests from SCIC for compliance and fisheries management services continued to put increasing pressure on the Secretariat which it would not be able to continue to meet without additional income.

31. Many Members indicated the high importance that they placed on achieving sustainable financing for the work of the Commission, and their concern that this might not be achieved this year. They expressed flexibility to consider the various issues raised by other Members, including the option presented by China.

32. Russia pointed out that an appropriate sustainable financing solution needs to be elaborated. Russia considered fishery management as the main task of the Secretariat that should not necessarily provide supplementary income including through the notification fee.

33. Upon the request of SCAF, the Secretariat developed a paper (CCAMLR-43/BG/46) which included all the options presented in CCAMLR-43/09, plus one option expressing the proposal from China. SCAF referred the topic for further consideration to the Commission.

34. The Chair thanked all Members for their flexibility in discussing these issues.

Draft Budget for 2025 and forecast for 2026

35. The Secretariat presented the Draft Budget for 2025 (CCAMLR-43/04), noting that it included an additional A\$500 000 income delivered through a sustainable financing option, the appointment of new scientific staff in line with the Strategic Plan, replacement of the Executive Secretary and payment for an essential server upgrade from the General Fund so that the requirements of the Commission and Scientific Committee may be met. This delivered a balanced budget over the period 2025 to 2027, maintaining the General Fund balance around A\$500 000 as assumed in the 2023-2026 Strategic Plan (SCAF-2022, paragraph 46).

36. In the absence of consensus on a preferred sustainable financing approach, the Secretariat also prepared a revised Draft 2025 Budget (Appendices III and IV) in which the Commission's policy of zero real growth was applied for the calculation of the equal share of Members' contributions (CCAMLR-XXI, paragraph 3.28; CCAMLRXXXV, Annex 7, paragraph 30), an increase of 2.7% (Hobart June 2024 CPI).

37. Russia suggested that the Australia CPI be used instead of Hobart CPI, to reflect standard practice of using the national rather than local CPI. Australia CPI for June 2024 was 3.8%. Other Members considered it preferable to continue to apply the Hobart CPI as has been the Commission's past practice.

38. The European Union clarified that some EU Member States (Belgium, Germany and the Netherlands) have a domestic policy of zero nominal growth in Member contributions for international organisations. The European Union also recalled last year's decision on the need to increase the budget and encouraged all to engage actively in the intersessional process as this could contribute to finding consensus.

39. The Executive Secretary noted that in order to achieve this budget the costs of the server upgrade were transferred to the Asset Replacement Fund and the additional staff would not be appointed. He noted that this revised 2025 budget retained a deficit of around A\$170 000 and was not sustainable in the long term. He further noted that the restrictions in the budget would significantly impact the work of the Secretariat, and in the short term reduce its ability to service the needs of the Scientific Committee and Commission, in particular in relation to provision of science support to the development of state of the environment reporting and the krill fishery management approach and to the provision of analyses to support the work of SCIC. He proposed to liaise with the Chairs of the Commission and the Committees to establish the most appropriate prioritisation for its work.

40. Many Members stressed their strong concern at the implications of not agreeing a sustainable financing option and urged that SCAF take a decision accordingly. They noted with concern that not taking a decision would reduce the ability of the Secretariat to service the needs of the Scientific Committee and Commission, in particular the provision of science to support the development of the state of the environment reporting and the krill fishery management approach, and support to compliance work.

41. Russia noted that it would be appropriate to have recommendations from SCIC and the Scientific Committee on priorities to properly balance the workload of the Secretariat and to enable the Commission to achieve budgetary efficiency.

42. Regarding the General Science Capacity Fund, SCAF expressed its concern that with the 2025 planned expenditure there may be insufficient remaining funds to support scholarships beyond 2025.

Recommendation

43. SCAF agreed to forward the following issues for consideration by the Commission:

- The baseline draft budget for 2025 and 2026 presented as Appendices III and IV.
- Options for increased funding including the options presented in the paper (CCAMLR-43/BG/46)

Administrative issues

44. SCAF noted the website update provided in CCAMLR-43/BG/20.

45. The Secretariat introduced CCAMLR-43/06 (Performance Review 2 – summary of outcomes).

46. Russia noted that the outcomes of intersessional workshops and symposiums as informal events that do not represent findings of the Commission should be differentiated from CCAMLR's formal meetings.

47. Some Members noted that the Commission had agreed to organise intersessional workshops and the harmonisation symposium as a part of the formal agreed program of intersessional work of the Commission.

48. SCAF thanked the Secretariat for this paper and endorsed the recommended changes as they related to SCAF activities.

Proposal for a third performance review

49. The EU introduced CCAMLR-43/31 which outlines a proposal of the EU and its Member States for a third CCAMLR performance review (PR3).

50. China suggested that the PR3 should undertake a comprehensive evaluation of the implementation of the Objective of the Convention and that the review panel be composed of six experts, four nominated by CCAMLR Members and two other nominations, with at least one expert from the fishing industry for broad representation. China stressed that the report of PR3 would be of a recommendatory nature and would not be binding unless it is considered and adopted by the Commission.

51. Russia expressed the view that it might be beneficial to postpone a PR3, considering the progress of the PR2.

52. SCAF thanked the EU and its Member States for this paper and due to limitations of time, suggested further discussion take place at the Commission.

Code of Conduct

53. Australia introduced CCAMLR-43/39 submitted by Australia, France, the Republic of Korea and the United States, which presents a draft Code of Conduct for CCAMLR events as requested by the Commission at CCAMLR-42 (paragraph 10.16). Australia on behalf of the co-proponents noted that the intention of the draft Code is to make clear expectations of individuals attending CCAMLR events (wherever they occur), to act with professionalism and respect for others. The Code outlines behaviours that are not acceptable at such events, including bullying, harassment (including sexual harassment), discrimination, retaliation, applying improper influence, and refusal to engage professionally. The Code also outlines a reporting procedure for individuals who experience or witness inappropriate behaviour at a CCAMLR event. Australia noted that at CCAMLR-42, some Members could not agree to a Code that included a remediation process and as such the revised Code does not include a remediation process. Australia stated that the revised Code provides the means for CCAMLR to agree the standards by which we expect delegates to behave and treat each other while we conduct our important business.

54. Many members thanked Australia, France, the Republic of Korea and the United States for the work done to develop this code. They reiterated the importance of CCAMLR to adhere to best practices of international organisations and considered it very timely to adopt the draft Code of Conduct. They expressed strong support for its implementation.

55. Some Members stated they could not agree to the Code of Conduct as they considered it to be of a political nature and that it exceeded the mandate of the Commission.

56. China was also of the view that there are existing channels and authorities handling such events and that delegates to CCAMLR meetings act as representatives of their respective governments, not subject to the governance of CCAMLR. Furthermore, it considered that CCAMLR enjoys friendly cooperation amongst its Members and is not demanding a code.

57. Russia stressed that good diplomatic traditions guarantee mutual respect, a professional, safe environment for work and that the draft as presented rather promoted internal policies of several states that are outside of internationally accepted practices. It considered that the proposed draft could set an undesirable ground for affecting the status of representatives of Members or organisations. With respect to the conditions of work, Russia noted as a matter of

priority the relevance to set a minimum and maximum temperature to be maintained in the hot country venues.

58. Many Members expressed their disappointment at this position, noting that they were aware of instances of intimidating behaviour that had occurred at CCAMLR meetings in the past, and that the Commission should be able to adopt such actions as it saw fit in furtherance of Article IX.h of the Convention. It was further noted that Codes of Conduct had been implemented in other international organisations of which all Members are a part. Belgium circulated the document ‘Code of Conduct to Prevent Harassment, Including Sexual Harassment, at UN System Events’ (un.org/codeofconduct) as an example.

59. China stated that different international organisations have different natures and situations. The practice of other organisations should be borrowed with caution.

60. Responding to a request, the Secretariat confirmed that it had in place internal policies that covered several of the issues raised in the draft Code of Conduct in regard to the Secretariat staff.

61. Russia requested clarification from the Secretariat whether Standards of Conduct for the International civil service elaborated by the UN ICSC are met by internal policies.

62. Australia thanked Members for their support of the Code and noted it was disappointing to hear from two Members that there is no need for the Code of Conduct. Australia recalled SCAF’s agreement at CCAMLR-41 (2022) on the need to conduct this work. Australia noted that CCAMLR delegates had been subject to inappropriate and unprofessional behaviour in the past and this has been made clear at both SCAF and the Commission at CCAMLR-42 (2023). Through undertaking this work Australia and the co-proponents of the Code have been seeking to respond to this need identified by the membership. Australia noted the two Members’ views opposed to adopting a code and made a clarification for the meeting, that the Code is not a legal document nor imposed on Members and that definitions have been provided for terms in the Code. Australia noted it looked forward to further discussions on the Code at the Commission.

63. As consensus was not reached on the proposal, SCAF referred CCAMLR-43/39 to the Commission.

Distribution of circulars to Observers

64. The Secretariat introduced CCAMLR-43/27, which responded to a request at CCAMLR-42 (paragraphs 3.1 to 3.10) that the Secretariat analyse the various categories of information distributed through circulars, as well as create a list of Observer contacts and their status during the intersessional period.

65. SCAF thanked the Secretariat for the work completed in the intersessional period. Many Members supported the paper and recognised the proposal’s value to increase CCAMLR’s organisational transparency.

66. Russia expressed its view that the types of circulars included in the categories should be examined by the Commission. Russia was concerned that some important or confidential information might be included in circulars and could be sent to observers without approval by

the Members. The Secretariat responded that they would apply a high level of precaution to these categorisations and could put additional precautionary safeguards in place for a trial period.

67. As no consensus was reached on the proposal, SCAF referred CCAMLR-43/27 to the Commission for consideration, noting the points raised.

Access to meeting documents / DOI

68. The Secretariat introduced CCAMLR-43/25 which provides details of the Secretariat’s work to implement the Commission request at CCAMLR-41 (SCAF-2022, paragraph 10.13) for improved access to meeting documents. The paper described the project timeframe and Standard Operating Procedures that the Secretariat will use to assign Digital Object Identifiers (DOIs) and enhanced access to CCAMLR meeting documents.

69. SCAF thanked the Secretariat for the paper and endorsed the project workplan and Standard Operating Procedures. SCAF agreed to waive the requirement to expedite this process to clear the backlog of CCAMLR documents submitted prior to 2003, recognising that this would provide cost efficiencies for the Secretariat.

Headquarters meeting arrangements

70. The Secretariat introduced CCAMLR-43/28 which provides an update on Headquarters meeting arrangements, as requested at CCAMLR-41 (SCAF-2022, paragraph 73).

71. Some Members requested the details of Observer attendance figures and suggested that a limit on Observer numbers could be considered. In response the Secretariat provided the figures in Table 1.

Table 1: CCAMLR-43 registrations as at 17 October 2024

	CCAMLR-43		SC-CAMLR-43	
	Onsite	Online	Onsite	Online
Members	208	49	136	36
Acceding States	3	23	2	12
Non-Contracting Parties	4	1	1	0
Other Observers	48	18	43	15
Overall Attendance (excluding Secretariat and staff)	263	91	182	63

72. Noting that the issue of the numbers of in-person observers attending had been discussed by SCAF a number of times in the past, including in CCAMLR-42/23, some Members suggested that SCAF consider options for managing Observer in-person attendance and / or recouping costs associated with their attendance.

73. Some Members supported the recommendation CCAMLR-43/28, paragraph 11 that meeting timing could return to the approach taken prior to 2019 (that the meeting end on the first Friday in November). Other Members supported retaining the present arrangement as decided in 2019 (CCAMLR-38, paragraph 13.9) with the meetings closing on the last Friday in October.

74. As no consensus was reached, SCAF recommended arrangements for meeting dates remain unchanged from the system currently applied (CCAMLR-38, paragraph 13.9).

Other business

75. No other business was noted.

Adoption of the Report

76. SCAF adopted its report.

Close of the meeting

77. SCAF thanked the Chair for being an excellent chair, and for his expert and sensitive guidance to the meeting.

78. The Chair closed the meeting.

**Terms of Reference for the
CCAMLR Public Communications e-Group**

In the context of the CCAMLR Secretariat's Strategic Plan for 2023–2026, the Public Communications e-group will meet in the first half of each of 2025 and 2026 and undertake the following:

- (i) Consider core communications activities proposed by the Secretariat to enhance CCAMLR's public-facing website and inform its use within a broader strategic communication approach
- (ii) Elaborate a Communications Strategy, taking into account the draft in CCAMLR-43/26 Rev. 1, and related indicators to define and monitor public Communications impact; also taking financial implications into account.

Procedures for Recruitment and Appointment of the Executive Secretary

Recruitment Process

Process timeline

Placement of advertisements by Members and the Secretariat	No later than 1 February 2025
Deadline for submission of applications (including application form)	No later than 1200 h UTC Saturday 19 April 2025
Applications posted to password-protected page	In language of submission no later than Friday 25 April Translations to follow by end May.
Endorsements by Members	No earlier than Friday 25 April and no later than Wednesday 7 May 2025
Notification by Members of 10 preferred applicants (in priority order) (reminder to be sent 2 weeks prior)	No later than Friday 18 July 2025
Shortlisted applicants notified	No later than Friday 15 August 2025

Advertisement

1. The proposed text for the advertisement for the post of Executive Secretary is given below. The advertisement will be placed on the CCAMLR website and highlighted on the homepage with a link to relevant supplementary information.
2. The approved advertisement will also be placed by the Secretariat through its international recruitment partner, appropriate websites and job search services, and in one international publication (The Economist).
3. Members may also additionally place the advertisement. Before doing so they should notify the Secretariat of their plans and confirm that the placement has not already been made by another Member.

Eligible applicants

4. Applicants must satisfy the following selection criteria:

- Be a citizen/national of a State Member of the Commission.
- Have experience of the operations of international, regional and/or intergovernmental organisations.
- Demonstrate a high level of managerial and leadership experience and proven competence, in such areas as:
 - the selection and management of administrative, technical and scientific staff.
 - the preparation of financial budgets and the management of expenditures.
 - the organisation of meetings and provision of Secretariat support for high-level committees.
- Demonstrate an ability to direct processes of change at the substantive and management levels within large institutions of national or international scope.
- Be familiar with Antarctic affairs.
- Be familiar with fisheries and/or ecosystem management.
- Demonstrate competency in the ability to lead and motivate a team of senior and mid-level managers in a multicultural setting, to set strategic direction and program priorities and effectively plan, mobilise and manage resources to deliver expected results.
- Possess a university degree, academic degree, or equivalent qualification.
- Professional competency in English is essential, with proficiency in at least one of the other three languages of the Commission desirable.

Submission of applications

5. Only complete applications that include a cover letter, a completed application form and a resumé or curriculum vitae, shall be accepted.
6. Applications must be submitted electronically to the Secretariat through the dedicated portal on the CCAMLR website accessed via the careers page. Only authorised Secretariat staff will have access to applications.
7. Information available to applicants on the CCAMLR portal will include:
 - The advertisement
 - Relevant dates and deadlines
 - The Job Description and list of duties of the Executive Secretary:
 - Is responsible overall for ensuring the effective and efficient operation of the Secretariat.
 - Institutes systematic strategic/corporate planning for the Secretariat, in

consultation with the Commission.

- Coordinates, supports and liaises with the Chairpersons of the Commission, Scientific Committee and its subsidiary bodies, the Standing Committee on Administration and Finance and the Standing Committee on Implementation and Compliance and any ad hoc groups established, in the management of their respective meetings and implementation of work programs for these meetings.
 - Manages the necessary preparations and follow-up for all CCAMLR meetings, including the intersessional work of the Secretariat, the Scientific Committee and its subsidiary bodies as well as for any ad hoc groups established.
 - Cooperates and liaises with international and other organisations on matters of relevance to CCAMLR and promotes the work of CCAMLR internationally.
 - Appoints and manages all scientific, technical and administrative staff necessary for CCAMLR to achieve its objective, implementing transparent recruitment procedures, appropriate staffing structures and management systems.
 - Creates an environment that promotes staff development and positive staff values and maximises their contribution to the organisation.
 - Develops and implements a performance assessment process for all staff members, including the Executive Secretary.
 - Oversees the collection, collation and dissemination of information on harvesting, illegal, unregulated and unreported fishing, catch documentation and other data as required and in accordance with the conservation measures and CCAMLR objectives, and provides for regular reports on the status of these data holdings to be made to the Commission and Scientific Committee.
 - Is responsible for the preparation of the financial budgets for expenditure and forecast budgets for the Commission's consideration and ensures that expenditure is in accordance with the approved budgets.
- Links to relevant standard documents (Convention text, Staff and Financial Regulations, Headquarters Agreement)
 - List of Member Contacts
 - Information on the application process including a link to the Standard Application Form and a link to the portal for lodgement and uploading of files

8. On receipt of a complete application the Secretariat will acknowledge receipt, advise the Chair of the lodgement of the application, and notify the relevant Member contact.

9. Each complete application received will be translated by the Secretariat into each of the official languages of the Commission and will be accessible to authorised representatives of CCAMLR Members. Translation will be limited to the body of the application (approximately 3500 words). All lists (projects; publications; awards etc) will be annexed and not translated.

Member nominations

10. Each Member of the Commission may endorse candidates who have submitted applications by the due date. Members should not forward their endorsements, if any, until after the closing date for applications. It is not compulsory for Members to endorse applicants, however, should a Member choose to do so, the Member will cover the attendance costs of its nominees should that person, or persons, be shortlisted for interview.

Ranking of applicants

11. From among applications received, each Member will notify the Chair through the Secretariat of its ten (10) preferred candidates in order of preference (1st for top preference, 2nd for second preference etc). The Secretariat will regularly remind Members of their obligation to undertake this ranking by the due date. Member rankings received after the deadline will not be considered.

12. The day after the due date for the submission of rankings, the Chair will aggregate individual applicants' rankings, awarding 10 points for a first preference, 9 points for a second preference etc. The Chair will record of all Members voting and not voting (Commission Rule 4(b)).

Short list

13. The five candidates with the highest aggregate scores will be shortlisted for interview. If any shortlisted candidate withdraws their application, they will be replaced by the next ranked candidate. The Chair will arrange for Members to be informed of the results of the ranking and the candidates who have been selected for interview.

Interview process

14. The Chair will arrange for Members of the Commission to be advised of shortlisted candidates. Shortlisted candidates will be invited to the next meeting of the Commission where the Chair of the Commission will make arrangements for the final selection process.

15. Interviews and selection will take place in the first week of the CCAMLR-44 Commission meeting. The final selection will be as agreed after consultation with Heads of all Delegations in accordance with Article XII, paragraph 1, of the Convention.

16. Economy class travel and per diem expenses of candidates invited for final selection will be reimbursed by the Commission except where a Member of the Commission pays for these costs directly. Members are strongly urged to assume these costs.

17. The shortlisted candidates will be notified of the final selection decision of the Commission.

Start date

18. The chosen candidate will report to the Secretariat Headquarters in late February 2026 for a handover lasting at least 7 working days before the departure of the incumbent Executive Secretary.

Advertisement

Executive Secretary of the Commission for the Conservation of Antarctic Marine Living Resources (CCAMLR)

The Commission for the Conservation of Antarctic Marine Living Resources (CCAMLR) invites applications for the position of Executive Secretary.

CCAMLR is an international organisation, with Headquarters in Hobart, Australia, responsible for giving effect to the objectives and principles of the Convention on the Conservation of Antarctic Marine Living Resources which provides for the conservation and rational use of marine living resources in waters adjacent to Antarctica.

The Executive Secretary manages an administrative, technical and scientific staff; presents and manages the Commission budget and associated programme of work; and organises the meetings of the Commission, the Scientific Committee and their subsidiary bodies.

Selection criteria

- Be a citizen/national of a State Member of the Commission.
- Have experience of the operations of international, regional and/or intergovernmental organisations.
- Demonstrate a high level of managerial and leadership experience and proven competence, in such areas as:
 - the selection and management of administrative, technical and scientific staff.
 - the preparation of financial budgets and the management of expenditures.
 - the organisation of meetings and provision of Secretariat support for high-level committees.
- Demonstrate an ability to direct processes of change at the substantive and management levels within large institutions of national or international scope.
- Be familiar with Antarctic affairs.
- Be familiar with fisheries and/or ecosystem management.
- Demonstrate competency in the ability to lead and motivate a team of senior and mid-level managers in a multicultural setting, to set strategic direction and program priorities and effectively plan, mobilise and manage resources to deliver expected results.
- Possess a university degree, academic degree, or equivalent qualification.
- Professional competency in English is essential, with proficiency in at least one of the other three languages of the Commission desirable.

Salary and allowances

The appointment will be for a term of four years with the possibility of one additional four-year appointment. Appointment will be at Level D1 step I on the International Civil Service Commission salary scale for the professional and higher categories. Details of remuneration and allowances are available on request from the Finance and Administration Manager, CCAMLR Secretariat (recruitment@ccamlr.org).

Availability

Unless otherwise agreed with the Chair of the Commission, the individual selected for the post of Executive Secretary must be available to commence work at least 7 working days prior to the departure of the incumbent Executive Secretary on Friday 6 March 2026 and will assume the post on that day.

Additional information

CCAMLR is an equal opportunity employer.

Please consult the CCAMLR website at [link] for complete information on duties, selection criteria, staff regulations and the application process.

Closing date

Applications must be received no later than 1200 h **UTC** Saturday 19 April 2025. Applicants are requested to submit their applications as soon as practically possible.

Applications

Applications should be made through the dedicated portal on the CCAMLR website accessed via the career's page [link]

Applications must include

- A cover letter of maximum 500 words. This will be translated by the Secretariat.
- The Standard Application Form detailing experience against the selection criteria name and containing full contact details for three (3) referees with professional knowledge of the applicant's competencies. Only the referees for shortlisted candidates will be contacted. Word limits must be adhered to. This will be translated by the Secretariat.
- A CV or resumé consisting of a maximum 1000 words of narrative containing information not otherwise presented in the application form (eg previous posts held).

Other information including but not limited to lists of publications, projects, and awards may be attached as Annexes. Only the narrative part of a CV will be translated.

Standard Application Form



CCAMLR

Standard Application Form

Personal details

Name:

Address:

Phone number(s):

Email address:

Citizenship:

University and Advanced Degrees

List degrees and years awarded. Note that Shortlisted applicants will be required to bring copies of academic certificates or other qualifications, as applicable, to interview.

Language proficiency in English, French, Russian, Spanish

Note level of proficiency by using the appropriate number: 0 = none; 1 = fair; 2 = intermediate; 3 = advanced; 4 = superior; 5 = native

	Reading	Writing	Speaking
English			
French			
Russian			
Spanish			

Professional and management experience (250-word limit for each of the following 8 questions)

1. Experience or detailed knowledge of the operations of international, regional and/or intergovernmental organisations (max 250 words).

2. Demonstration of a high level of managerial and leadership experience and proven competence, (max 250 words) in such areas as:
 - a. the selection and management of administrative, technical and scientific staff
 - b. the preparation of financial budgets and the management of expenditures
 - c. the organisation of meetings and provision of Secretariat support for high-level committees.

3. Demonstrated ability to direct processes of change at the substantive and management levels within large institutions of national or international scope (max 250 words).

4. Familiarity with Antarctic affairs (max 250 words).

5. Familiarity with fisheries and/or ecosystem management (max 250 words).

Competencies

6. Ability to lead and motivate a team of senior and mid-level managers in a multicultural setting (max 250 words).

7. Ability to determine and communicate a clear strategic direction, including interdisciplinary dimensions, and set clear program priorities (max 250 words).

8. Ability to translate strategy into sustainable action and effectively plan, mobilise and manage resources to deliver expected results (max 250 words).

Referees and testimonials

Provide the name and full contact details for three (3) referees with professional knowledge of the applicant's competencies. Only the referees for shortlisted candidates will be contacted.

Referee 1:

Referee 2:

Referee 3:

Checklist:

To submit your application online, you must include the following:

- **This Standard Application Form**
- **A Cover letter** (a maximum 500 words, which will be translated)
- **Your Curriculum vitae** (a maximum 1000 words of narrative, which will be translated.
All other material should be in annexes and will not be translated)

Budget for Recruiting the Executive Secretary

A. 2025 BUDGET		
1. International advertising	in periodicals (the Economist) and using Secretariat’s contract search partners	A\$7 000 ¹
2. Travel and per diem expenses for shortlisted applicants	Based on five applicants invited for interview, all travelling internationally, including travel and subsistence costs.	A\$33 000
TOTAL 2025 General Fund Budget		A\$33 000
TOTAL 2025 Staff Replacement Fund		A\$7 000
B. 2026 FORECAST BUDGET		
1. Airfares for relocation of Executive Secretary	Approximate economy costs for a family of four.	A\$15 000 ¹
2. Installation grant	One month’s salary for installation.	A\$20 000
	30 days Hobart per diem rate for one person, a maximum of 15 days per diem for any dependents	A\$20 000 ¹
3. Removal costs	Approximate cost based upon up to one international shipping container.	A\$30 000 ¹
4. Sundry	Insurance and storage of goods, vehicle expenses.	A\$7 000 ¹
5. Changeover	7-day handover period.	A\$7 000
TOTAL 2026 in General Fund Budget		A\$27 000
TOTAL 2026 in Staff Replacement Fund		A\$72 000

¹ These amounts may be funded from the Staff Replacement Fund.

2024 Revised Budget, Draft Budget for 2025 and Forecast Budget for 2026

	2024	2025	2026	Notes
	Revised budget	Draft budget	Forecast budget	
General Fund				
Income				
Core Members' Contribution	4 368 968	4 489 583	4 596 109	Assuming no new members joining in 2025 or 2026
Additional income		-	-	Additional income to generate a balanced budget.
Interest	210 251	176 919	159 876	Investment interest rates are assumed to gradually decline in 2025 and 2026
Staff Assessment Levy (SAL)	710 000	692 034	746 733	The SAL represents income deducted from staff salaries in respect of tax.
Sales (Tagging)	63 300	65 009	66 634	Tagging equipment costs are passed on to the fishing companies in the form of cost-recovery.
Miscellaneous income – Fishery Notifications	711 158	725 311	758 447	Provision is made for refunds of notification fees if fishing in some areas does not proceed.
Miscellaneous income – Rent Contributions	502 794	516 369	529 278	Rent expenditure expected to increase at CPI
Miscellaneous income – Grants	185 740	220 000	-	Final payment from the 2024 EU grant (Ref. 101092707).
Miscellaneous income – Other	70 000	80 000	82 000	Income from hiring out Secretariat meeting facilities transferred to the Asset Replacement Fund
Fund Transfers	- 70 000	- 80 000	- 82 000	Transfers to the Asset Replacement Fund
Total income	6 752 210	6 885 224	6 857 078	
Expenditure				
Salaries	4 625 287	4 637 510	4 807 995	No recruitment of one vacant position approved within the Strategic Plan 2023-2026.
Equipment	450 508	461 770	388 315	Minor capital items, annual software and hardware purchases/leases web site and data systems.
Depreciation	205 000	184 750	194 750	Equipment purchased over A\$1 000 is depreciated over its estimated useful life.
Insurance and Maintenance	203 343	213 427	223 762	Insurance and building service costs (rates etc) continue to increase strongly.
Training	15 400	15 785	16 180	Training remains an important priority for the Secretariat and is delivered efficiently to save costs.
Meeting Facilities	566 600	580 765	595 284	Covers CCAMLR meetings hosted at Headquarters.
Travel	150 000	203 000	175 075	Travel to support CCAMLR working groups, other meetings and international representation.
Printing	10 686	10 974	11 249	
Communications	20 503	21 056	21 583	
Sundry (incl. audit)	143 915	147 513	151 200	Includes audit, recruitment and legal costs.
Rent/cost of goods (tagging)	566 094	581 378	595 913	Contributions from the Australian and Tasmanian governments and COGS expenditure.
Total expenditure	6 957 335	7 057 929	7 181 305	
Transfer to GCBF				Transfers to the GCBF are not anticipated.
Transfer to GSCF				Transfers to the GSCF are not anticipated.
Transfer to WCF				Transfers to the WCF are not anticipated.

	2024	2025	2026	Notes
	Revised budget	Draft budget	Forecast budget	
Transfer to Asset Replacement Fund				Transfers to the ARF are not anticipated.
Surplus/–Deficit	- 205 124	- 172 704	- 324 227	
General Fund balance at 01 January	730 577	525 453	352 748	
General Fund balance at 31 December	525 453	352 748	28 251	Note reducing General Fund balance

Equity Funds

	2024	2025	2026	Notes
	Revised Budget	Budget	Forecast	
Equity Funds				The WCF is now frozen for four years at the A\$1 350 000 balance agreed by SCAF-2023.
Working Capital Fund				
Income	-	-	-	
Expenditure				
Balance at 31 December	1 350 000	1 350 000	1 350 000	
Asset Replacement Fund				
Income	70 000	80 000	82 000	Income from hiring Secretariat meeting facilities are paid into this reserve.
Expenditure	- 70 000	- 235 000	- 82 000	
Balance at 31 December	200 000	45 000	45 000	Please see note below.
Staff Replacement Fund				
Income	70 000	80 000	82 000	
Expenditure	- 2 978	- 51 000	- 128 000	Costs of relocation and home leave for internationally recruited staff.
Balance at 31 December	215 797	244 797	198 797	Please see note below.
Korea Contribution Fund				
Income				Final expenditure from the fund towards database development occurred during 2023.
Expenditure	-			
Balance at 31 December				
China Contribution Fund				
Income				
Expenditure	- 60 000	- 60 000	- 60 000	Expenditure on two internships per year.
Balance at 31 December	132 616	72 616	12 616	This Fund covers travel to facilitate the engagement of Members and the Secretariat in training opportunities.

Special Funds

	2024	2025	2026	Notes
	Revised Budget	Budget	Forecast	
Special Funds				All special funds have some income from investment interest.
General Capacity Building Fund				
Income	4 988	3 276	1 902	
Transfer GSCF to GCBF	15 000			
Expenditure	- 70 000	- 69 475	- 21 235	The GCBF supported 5 travel applications (A\$40 000) and paid the final A\$30 000 of the Uruguay Grant in 2024
Balance at 31 December	172 375	106 176	86 843	

	2024	2025	2026	Notes
	Revised Budget	Budget	Forecast	All special funds have some income from investment interest.
CDS fund				
Income	29 794	24 482	20 160	
Expenditure	- 70 000	- 187 500	- 78 000	Expenditure as approved by SCIC
Balance at 31 December	1 288 177	1 125 158	1 067 318	
General Science Capacity Fund				
Income	6 821	3 439	616	
Expenditure				
Workshop Support	- 10 000	-15 000		
Scholarships	- 45 000	- 60 000	- 60 000	Provision for funding 2 scholarships and 3 conveners per year at the increased rates agreed by the Scientific Committee in 2022
Convenor Travel Support	- 60 000	- 75 000	- 60 000	
Transfer GSCF to GCBF	-15 000			
Balance at 31 December	180 960	34 400	-84 984	
MPA Fund				
Income	4 256	3 687	3 542	
Expenditure				
Balance at 31 December	193 994	197 681	201 223	
CCAMLR Ecosystem Monitoring Program (CEMP) Fund				
Income	11 890	9 229	7 306	
Expenditure	- 56 432	- 87 075	- 68 527	Expenditure on approved CEMP projects
Balance at 31 December	485 598	407 752	346 530	

Members' Contributions 2024, 2025, 2026
General Fund contributions – payable by 31 May

Note: Contributions may be adjusted as a result of any sustainable financing review

	Contributions 2024	Balance Outstanding (18 October 2024)	Draft Contributions 2025	Forecast Contributions 2026
Argentina	149 986		154 036	157 887
Australia	169 531		172 828	176 450
Belgium	149 986	149 986	154 036	157 887
Brazil	149 986		154 036	157 887
Chile	163 657	34 316	167 000	169 878
China	190 953		197 837	193 615
Ecuador	149 986	149 064	154 036	157 887
European Union	149 986		154 036	157 887
France	184 597		189 302	194 259
Germany	149 986		154 036	157 887
India	149 986		154 036	157 887
Italy	149 986		154 036	157 887
Japan	150 987		155 186	159 324
Republic of Korea	180 061		184 050	188 169
Namibia	149 986	10 386	154 036	157 887
Netherlands	149 986	149 986	154 036	157 887
New Zealand	155 548		158 462	162 227
Norway	290 104		306 643	322 037
Poland	149 986		154 036	157 887
Russia	151 432	6 573	155 036	157 887
South Africa	151 875	151 875	155 529	159 107
Spain	152 227		156 536	160 857
Sweden	149 986		154 036	157 887
Ukraine	165 562		167 874	171 299
UK	160 865		165 747	169 276
USA	149 986		154 036	157 887
Uruguay	151 750		155 088	159 197
	4 368 968	652 186	4 489 583	4 596 109