

TERMS OF REFERENCE

Application and use of fund reserved for annual travel of CSRS Chairperson or his/her appointed designates

1. The fund reserved for annual travel of CSRS Chairperson or his/her appointed designates is to be used for cooperation with other relevant international organizations as this is part of the Convention (Article IX 9),

“The Commission shall have authority to: cooperate, as appropriate, with relevant international organizations, *inter alia*, to obtain the best available information, including scientific advice, to further the attainment of the objectives of this Convention.”

2. The use of the fund shall be recommended by the Committee on Scientific Research and Statistics (CSRS), considered by the Committee on Finance and Administration (F&A), and approved by the Commission.

An invitation to a representative of CSRS/NPAFC by other relevant organizations, such as PICES, NASCO, or NPFC to participate annually as an observer at their meetings is a critical component of cooperation of NPAFC with those other organizations.

List of relevant international organizations, which meeting may be attended by the CSRS Chairperson or his/her appointed designates, will be considered and adopted by the Commission upon the CSRS recommendation at the annual meeting.

3. The application for use of the fund reserved should be allowed for the CSRS special business purpose for attendance, which could not be achieved without presence of a CSRS observer to such meeting of relevant international organization.
4. The Commission upon the F&A recommendation will decide the maximum amount of fund allocated each year. If there is a surplus of the amount at the end of the year, the unused amount will be carried over to the following fiscal year and reserved as a part of allowable fund.

CSRS will provide F&A with the preliminary breakdown based on the best available information to date. This breakdown will include the list of meetings of relevant international organizations in a fiscal year and travel costs estimate.

5. This fund is intended to be used by the CSRS Chairperson or his/her designate, e.g., Chairperson of the relevant working group.

Developing plans on attendance of the NPAFC observer at a particular meeting, CSRS shall explore all opportunities of travel fund saving (i.e., representation by the host country specialists, members of official NPAFC member states' delegations, etc.). The fund reserved for CSRS travels will be used when the CSRS representative does not have the funds to make the trip on his or her own.

6. The application procedure for use of the fund is as follows:
 - (i) For travels included in the breakdown presented by CSRS to F&A at the annual meeting:

- a. Proposals for use of the fund should be submitted from the CSRS Chairperson to the NPAFC Secretariat, which will then inform the F&A Points of Contact by e-mail.
 - b. Travel arrangements are determined by discussion between the CSRS Chairperson and/or his/her designate and the Executive Director.
- (ii) New travels that were not included in the breakdown presented by CSRS at the annual meeting should be submitted to F&A for consideration and approval at least 60 days prior to travel date.
7. Disbursement of funds and accounting:
- (i) The Secretariat shall pay directly to the named suppliers or persons specified in the proposal, wherever possible.
 - (ii) The authorized recipient(s) of the funds shall submit receipts or invoices to the Secretariat with itemized costs and supporting documentation of the expenditures. Excess funds not used must be returned to the Secretariat as expeditiously as possible following the adjournment of the meeting attended. Expenses in excess of approved budget amounts cannot be paid or reimbursed by the Secretariat without further authorization from the Commission.
