

TERMS OF REFERENCE

Use of the NPAFC Special Purpose Fund for the International Year of the Salmon (IYS)

1. The NPAFC Special Purpose Fund for the IYS (Special Purpose Fund) consists of contributions provided by the NPAFC signatory Contracting Parties or by other than Contracting Parties to the Commission in accordance with the Financial Rule 20. This can include grant and research funds under separate contractual agreements or MOU made between NPAFC and the funding agencies, partner organizations, or private donors.
2. The use of the Special Purpose 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.
3. The Special Purpose Fund shall be used for activities to support the IYS programme implementation in accordance with the Work plan for the ensuing fiscal year as adopted by the Commission at the annual meeting. A Work plan adjustment, where appropriate, that is more than 20% of a line item needs to follow a procedure set out in paragraph 2 of the Terms of Reference.
4. The procedure for use of the Special Purpose Fund is as follows:
 - (a) Projects proposed by the IYS Working Group or Theme Counsel Groups will be reviewed by the IYS WG and the relevant Theme Counsel Group and submitted by the IYS Regional Director (Pacific Region) through the NPAFC Secretariat for approval as per paragraph 2.
 - (b) Unsolicited IYS implementation proposals will be reviewed by the IYS WG and Theme Counsel Groups and recommended they will be submitted by The IYS Regional Director (Pacific Region) for review by all the Contracting Parties. If the Parties do not object to the implementation of the selected project within 15 days of their receipt of the proposal, the project will be funded in accordance with the presented budget, which is a mandatory part of the proposal.
 - (c) Additional funds purposely donated for implementation of an approved project in accordance with the Financial Rule 20 do not require any further consideration.
5. Disbursement of funds and accounting
 - (a) The Secretariat shall pay directly to the named suppliers or persons specified in the proposal, wherever possible.
 - (b) The Secretariat shall advance payment to the authorized funds recipient(s) as expeditiously as possible after the request is received. The request must include appropriate justification for funds. A written contract or MOU may be prepared between the head of the institution of the authorized funds recipient and the NPAFC Executive Director, if necessary; the contract or MOU should include the itemized costs of the authorized disbursement of the funds and list of equipment(s) (to be) acquired with the funds.
 - (c) 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 termination of the project.

Expenses in excess of approved budget amounts cannot be paid or reimbursed by the Secretariat without further authorization from the Commission.
