



CCSBT-EC/2310/07

DRAFT 2024 AND INDICATIVE 2025-2026 BUDGETS

Purpose

To adopt a general budget for 2024 and consider indicative budgets for 2025 and 2026.

Introduction

The Extended Scientific Committee (ESC) met from 28 August to 2 September 2023 and updated its three-year workplan for scientific meetings and projects to be funded by the Extended Commission (EC). The ESC's estimates of the resources required for this workplan are provided at **Attachment A**.

The draft budget for 2024 and indicative budgets for 2024 to 2025 are presented at **Attachments B** and **C** respectively. The budgets include the funding required for the CCSBT's usual business, including the ESC's three-year resource requirements.

Draft Budget for 2024

The draft general budget for 2024 is provided at **Attachment B**. The budget assumes that all 2024 meetings will proceed as physical meetings¹.

The budget is presented below in four sections:

1. Proposed changes in expenditure since the interim draft budget for 2024 provided in Circular #2023/042;
2. Proposed variation in expenditure between 2023 and 2024;
3. Areas of possible reduced expenditure in 2024; and
4. Proposed income for 2024.

(1) Changes in expenditure since the interim draft budget for 2024 provided in Circular #2023/042

The draft budget for 2024 contains \$136,755 less expenditure than the interim draft budget for 2024 that was provided in Circular #2023/042. These changes in expenditure are primarily due to updates in the science workplan at ESC 28, including:

- Reduced length of next ESC meeting to five days (-\$44,000);
- Reduction in Close-Kin Sampling project costs (-\$78,400);
- Reduction in Close-Kin Identification costs (-\$24,900);
- Reduction in sampling and aging of otoliths costs (-\$42,500)
- Removing the update to UAM methodology project (-\$83,000); and
- A proposed capacity building program for spawning ground sampling (+\$61,700).

¹ Noting that one of the ERS technical meetings is planned as a hybrid meeting.

In addition, the following revisions have been made to non-science related expenditure:

- Topping up the Meeting Participation Fund to full amount of \$50,000 (+\$24,345);
- Removing a Secretariat trip from Travel Expenses (-\$8,000); and
- Making a contribution to the Staff Liability Fund (+\$58,000).

(2) Forecasted variation in expenditure between 2023 and 2024

As shown in Figure 1 below, the CCSBT's expenses have been steadily increasing since 2013 with the exception of the pandemic years that saw a pronounced drop due to the cancellation of physical meetings. The CCSBT began to shift from a Member-funded science delivery model to one that is Commission funded in 2013 with the first contribution towards the aerial survey. Since then, the science costs have increased approximately tenfold and now represent the second highest expense after Secretariat costs.

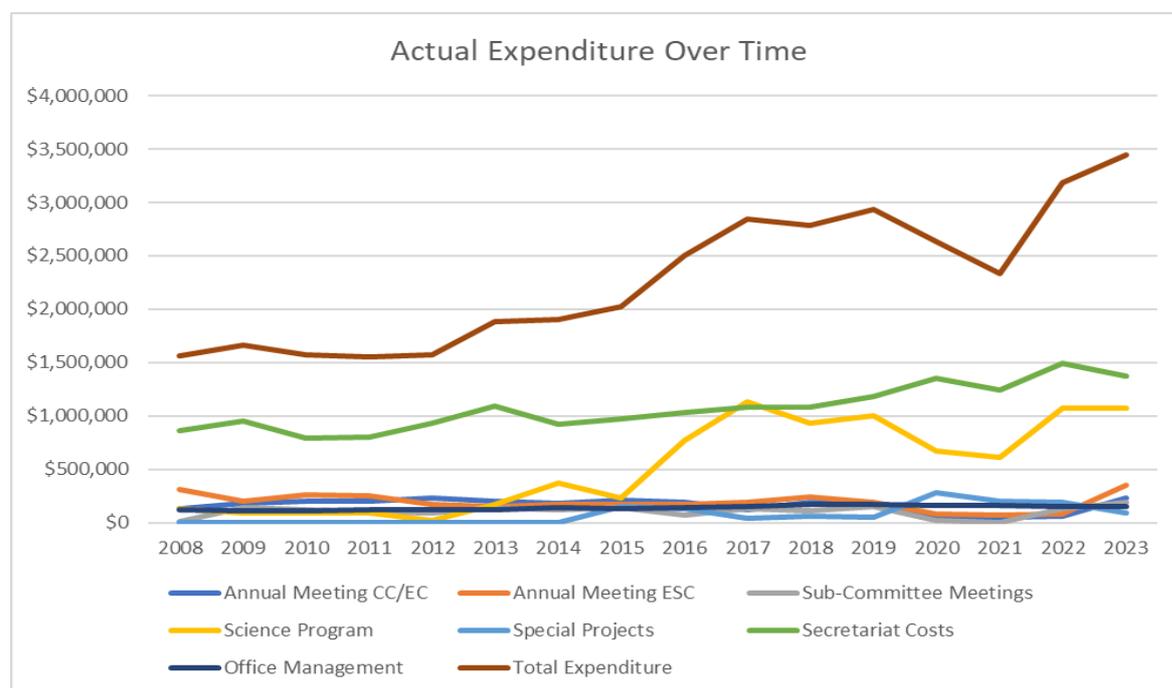


Figure 1: CCSBT Expenditure Trends by Spending Category

The draft 2024 budget (based on all proposed expenditures to date) would result in a 32% increase in Total Expenditure from the previous year. This level of increase cannot be sustained without a matching increase in contributions and the Secretariat has therefore identified a number of potential changes to reduce costs both in the coming year and in future years.

CCSBT Meetings

The main variations in expenditure between the approved expenditure for 2023 and the expenditure forecasted for 2024 are summarised below.

A large portion of the increase in expenditure in 2024 relates to the cost of the various meetings scheduled to take place in Taiwan. The disparity in costs from 2023 is also being accentuated by the fact that 2023 meetings were heavily (and generously) subsidised by the Korean government. Taipei, as a location, is also proving to be more costly than recent alternatives.

These situations are not uncommon at CCSBT where meeting hosting obligations rotate amongst Members from year to year, in line with the Rules of Procedure for CCSBT. Although Members are traditionally encouraged to provide financial support for the meetings held during their turn in the rotation, this is entirely based on Member discretion and there are no formal obligations on the hosting Member. Members were previously asked to consider whether to change the existing meeting funding model to one where the host Member is responsible for covering the costs of that year's meetings but Members have previously declined to formally adopt such an approach².

Members may wish to either reconsider this decision or perhaps adopt an alternate approach where the Commission funding for meetings is based on a predetermined amount (e.g. the cost of hosting meetings at Headquarters) and any costs in excess of this agreed baseline are to be borne by the hosting Member. Such a model would allow CCSBT to maintain its tradition of rotational meetings while minimising fluctuations in costs for both the organisation and the hosting Member.

In practical terms, this alternative approach would involve the Secretariat establishing a baseline cost for hosting the meetings of the ESC, CC, and EC in Canberra and comparing this to quotes for similar venues located at the next hosting Member in the rotation. In situations where the costs quoted in the host Member are lower than those in Canberra, then the meeting would be held at the host Member. In cases where the host Member quotes are higher than the Canberra baseline, then the host Member can choose to contribute the difference to retain hosting duties or abstain from hosting and have the meeting default to Canberra.

Science Program

The overall estimated cost of the science program for 2024 is ~\$65,000 higher than approved for 2023, but there were a combination of increases and decreases for different projects. There is a decrease in costs associated with UAM estimates and the Close-Kin related projects, however, the latter is linked to a gap in sampling and the savings are short-lived with significant increases in future years as sampling resumes.

Science projects with increased costs for 2024 are the Operating Model software update project and development of CPUE series.

Special Projects

The proposed cost of special projects for 2024 have increased drastically from the levels approved in 2023, however, this is almost entirely attributable to the FAO funded Seabird project.

Secretariat Costs

The Secretariat's costs are forecast to increase by ~\$140,000 in 2024 over that approved for 2023. This is primarily due to increases in the Australian Consumer Price Index (CPI) to which non-professional staff contracts are indexed and the consolidation of casual roles into a single part-time position.

Office Management Costs

The office management costs for 2024 are expected to be similar to 2023 with a 6% increase that is almost entirely driven by CPI indexation.

(3) Areas of possible reduced expenditure in 2024

The following table provides an unranked list of potential areas of cost reductions.

² Paragraph 80, *Report of the Twenty Third Annual Meeting of the Commission, 2016*

Expenditure Item	Cost estimate	Potential savings	Comment
CC/EC Annual Meeting Costs	\$680,000	\$271,500	Meeting venue costs are significantly higher in Taipei this year. Secretariat has obtained a quote for Canberra venues as a potential alternative. The potential savings identified here represent the difference between the two locations.
ESC/SC Annual Meeting Costs	\$448,000	\$53,000	Meeting venue costs are significantly higher in Taipei this year. Secretariat has obtained a quote for Canberra venues as a potential alternative. The potential savings identified here represent the difference between the two locations.
Technical Compliance Working Group (TCWG) meeting	\$65,100	\$65,100	The Compliance Committee has yet to consider whether the TCWG should meet in 2024. The location decision for CC/EC will also influence the final costs of this item.
Operating Model (OM) specification and software upgrade	\$155,000	\$125,000	In addition to the software development work, the ESC has requested a five-day meeting in Seattle and an additional day at next year's ESC to discuss the OM software update in-person. The potential savings shown here are associated with removal of physical meetings but retain all planned development work and two online meetings.
CPUE index Development	\$30,000	\$30,000	Project is not fundamental to the running of the MP and could be delayed.
Capacity building for Spawning Ground Monitoring Program	\$61,700	\$61,700	This is a new project proposed by the ESC and received their highest priority.
Meeting Participation Fund	\$50,000	\$32,600	The MPF Resolution states that the fund shall be financed by voluntary contributions from Members and such other sources as the Commission may identify. The Fund currently holds \$17,400.
Secretariat Staff	\$981,713	\$60,000	Executive Secretary has recommended that the existing casual positions be consolidated into a single part-time position. This transition comes at a cost of approximately \$60K per year.
Travel	\$38,000	\$18,000	This option removes attendance at next year's Tuna Compliance Network meeting and the venue inspection in Indonesia.

(4) Proposed income for 2024

Overall, the CCSBT continues to carry a fundamental imbalance with its ratio of contributions to expenditures as shown in Figure 2.

As stated in previous FAC meetings, current Member contribution levels are not sufficient to cover the current annual running costs of the CCSBT. The planned 5% per year increase in Membership contributions from 2024 to 2026 is also insufficient to meet growing expenditures and Member expectations. The Contributions Stabilisation Fund (CSF) would need to be used in its entirety in 2024 to cover forecasted expenditures if Members do not find savings.

Having liquidated the CSF in 2024, the Commission would need to keep withdrawing from cash reserves in order to fund planned expenditures in 2025 and 2026. This would increase the CCSBT financial risk exposure.

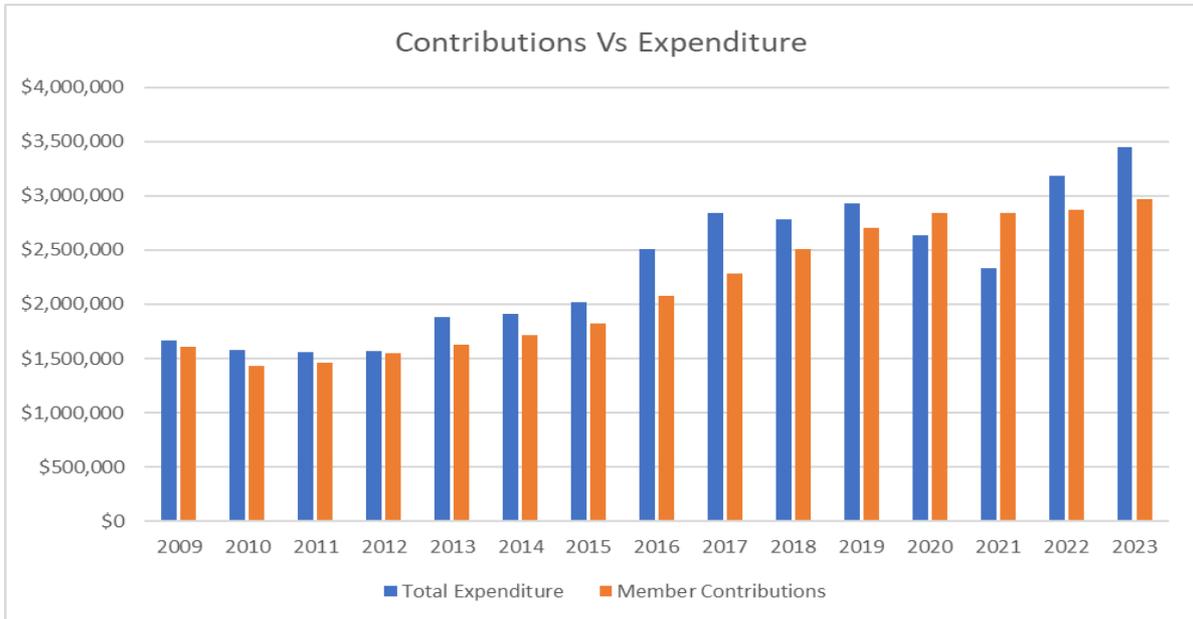


Figure 2: Actual Expenditure vs Member Contributions received.

It should be noted that inflation remained high in Australia during 2023 and the proposed increase in contributions will not in themselves be sufficient to cover CCSBT's running costs.

The Secretariat recommends that increases in Member contributions remain at a minimum of 5% for the foreseeable future.

(5) Annual Report on Status of Member Participation Fund (MPF)

In accordance with the Resolution on the Establishment of a Meeting Participation Fund for Developing States of CCSBT Members, the following details are provided for Member consideration. The Secretariat welcomes feedback on this report given that it is being presented to Members for the first time.

Key Fund Indicators:

- The initial contribution to the MPF in 2023 was \$50,000 as agreed at CCSBT 29.
- The fund was utilised on three occasions and all times by Indonesia (OMMP13, SFMWG 6 and special meeting on OM update).
- The fund was used to support attendance at these meetings by two representatives from Indonesia.
- Approximately \$32,600 was used from the MPF in 2023.
- The Chair of the OMMP, Dr Ana Parma, has provided the following feedback on the MPF beneficiaries:

The two researchers from Indonesia that attended the OMMP working group meeting in Seattle were active contributors to the meeting, engaging fully in the discussions, and taking advantage of the smaller size of the group and its informal nature to ask questions and increase their understanding about modelling of the SBT fisheries. They have expressed interest in being able to run the new operating model code being developed by the OMMP Consultant. Overall, their participation was seen as very positive towards increasing the collegiality of the OMMP working group and the collective ownership of the results.

The Secretariat also developed a standardised application process in 2023 for those seeking access to MPF support and this process will be carried forward to future years. The Secretariat is also recommending the implementation of a single submission deadline for all applications (1 January of each year) to allow sufficient time for travel bookings and minimise costs.

Indicative Budget for 2025 to 2026

An indicative budget for 2025 to 2026 is provided at **Attachment C**.

The indicative costs for 2025 and 2026 assume continuation of standard CCSBT meeting practises, planned projects and staff arrangements, as well as known changes to these arrangements. The following additional assumptions have been made for 2025 and 2026:

2025

- The ESC and CC/EC meetings will be held in Indonesia. The CCSBT will pay all usual meeting costs. Costs are based on the 2017 meetings in Indonesia with inflation added.
- Three sub-committee meetings will be held in 2025, these being a ERSWG technical meeting, an OMMP meeting, and a one-day Technical Compliance Working Group (TCWG) meeting held immediately prior to the annual Compliance Committee meeting.
- The usual science program will be conducted however close-kin sequencing will be more expensive as more samples are being collected to make up for previous gaps in sampling.
- The Toyosu management tag survey will continue.
- Some ongoing funding to improve and fix and bugs to the eCDS will be required.
- Where other information is not available, costs are based on the 2024 estimates plus a 5% CPI indexation.

2026

- The ESC and CC/EC meetings will be held in the European Union. The CCSBT will pay all usual meeting costs. Costs are based on the 2018 meetings in the EU with inflation added.
- Three sub-committee meetings will be held during 2026, these being an ERSWG, an OMMP meeting, and a one-day Technical Compliance Working Group (TCWG) meeting held immediately prior to the annual Compliance Committee meeting.
- The usual science program will be conducted, however, the long-term gene tagging project will potentially increase in price with the new contract in 2025 due to increased costs such as for fuel.
- The Toyosu management tag survey will continue.
- Some ongoing funding to improve and fix and bugs to the eCDS will be required.
- Where other information is not available, costs are based on the 2025 estimates plus a 5% CPI indexation.

The indicative total expenditure for 2025 and 2026 is approximately \$4,140,000 and \$4,105,000 respectively.

The indicative income for 2025 and 2026 assumes a 5.0% increase in Membership contributions each year together with the following use of funds.

- In 2025, Membership contributions will be supplemented by \$432,0000 from savings.
- In 2026, Membership contributions will be supplemented by \$102,0000 from savings.

Proposed Changes to Management of Underspend

The CCSBT operates on a financial year that matches the calendar year, which means that the final year end cash position cannot be determined until after the EC. The Secretariat strives to make savings on the approved budget throughout the year and is often in a position where a year-end underspend has been achieved. When the savings can be attributed to a particular project that will be used in the following year, then those savings are reported as “carryover from previous year” in the following year’s income.

However, when the savings are not project related there has been less transparency in terms of the management of those funds. In most cases, the underspend has simply become a part of cash reserves. This practice is potentially in contravention of the Financial Regulations, which states that:

Regulation 6.1

c) Any cash surplus in the General Fund at the close of a financial year that is not required to meet undischarged commitments in terms of Regulation 4.3 shall be divided in proportion to the contributions made by existing Members under Regulation 5.1 in the current financial year and used to offset such Members' contributions for the ensuing financial year.

In order to improve transparency of financial accounting and to better align with existing requirements under the Financial Regulations, the Executive Secretary is proposing a revised approach to the management of non-project related underspend.

Under this approach, the Executive Secretary will make an additional statement to Members as part of the Year End Financial Statements (typically issued in February via Circular) to advise on the CCSBT’s net cash position (assets – liabilities) and whether the potential exists to make a contribution to the CSF.

The advice on whether to make a contribution to the CSF would be based on a yearly assessment of the cash reserves required based on agreed indicators (e.g. cash reserves as a percentage of annual operating costs).

ESC's three-year workplan, including resource requirements

(abbreviations: Sec=Secretariat Staff, Interp=Interpretation, Ch=Independent ESC Chair, P=Independent Advisory Panel, MPCoord=MP Coordinator, CECoord=CPUE Coordinator, C=Consultant, Cat=Catering only, FM=full meeting costs – venue & equipment hire etc., VEH=venue & equipment hire etc., FreeV=Venue & some equipment at no cost, Contracted=CCSBT contract with CSIRO, inf=informal meeting)

	2024	2025 (Indicative only)	2026 (Indicative only)
Regular Meetings			
ESC Meeting	5 days FM: 1Ch, 3P, 1C, 3 Interp, 3 Sec	5 days FM: 1Ch, 3P, 1C, 3 Interp, 3 Sec	5 days FM: 1Ch, 3P, 1C, 3 Interp, 3 Sec
ESC Meeting Chair's report	1Ch, 1P days	1Ch, 1P days	1Ch, 1P days
June/July OMMP Meeting in Seattle (no Sec, no Interp)	This meeting will be funded by the OM Specification and software upgrade project below	5 days Cat: 3P, 1C, 1Ch + 3C Prep Days	5 days Cat: 3P, 1C, 1Ch + 3C Prep Days
Ongoing Essential SRP Projects requiring CCSBT resources			
Gene Tagging	Contracted (\$720,000)	\$740,000	\$740,000
Continued close-kin sample collection & Processing	\$104,000	\$206,400	\$201,600
Close-kin identification & exchange	\$35,000	\$67,700	\$69,700
Collection & aging of Indonesian otoliths	\$20,300	\$66,100	\$67,800
SRP Projects requiring CCSBT resources			
OM Specification and software upgrade (no Interp at meetings)	\$155,000 for: <ul style="list-style-type: none"> • 20C, 2MPCoord • 1 extra day at ESC meeting (VEH, Cat, 3P, 1C, 1Ch, Sec) • 5 day June inf. OMMP meeting (Seattle: FreeV, Cat, 3P, 1C, 1Ch) • 2*2hr online meetings (3P,1C, 1Ch, Sec) 	\$30,000 for: <ul style="list-style-type: none"> • 20C, 2MPCoord • 2*2hr online meetings (3P,1C, 1Ch, Sec) 	
UAM - Update NCMN estimates of unaccounted (fishing) mortality (simple update of GLM analysis)		-	\$25,000 for: <ul style="list-style-type: none"> • 25C
CPUE index development	\$40,000 for: <ul style="list-style-type: none"> • 10-30C (used 30), 2CECoord • Meetings to develop 3 national operational datasets • 2*2hr online meetings (3P,1C, 1Ch, Sec) 	\$30,000 for: <ul style="list-style-type: none"> • 20C, 2CECoord 	\$30,000 for: <ul style="list-style-type: none"> • 20C, 2CECoord

	2024	2025 (Indicative only)	2026 (Indicative only)
Develop methods for estimating UAM (<i>no Interp at meetings</i>)	-	• TBD	• TBD
SBT otolith-based ageing workshop (3 days, CSIRO labs, Hobart)	\$32,000 • Carried forward from 2024 underspend		-
New SRP Projects requiring CCSBT resources			
Capacity building for Southern Bluefin Tuna Spawning Ground Monitoring Program	\$61,700 • Training and supervision of enumerators • Capacity building and analytical support for review of catch monitoring program		

Draft 2024 Budget

INCOME	Approved 2023 Budget	Draft 2024 Budget	Variation
Contributions from Members	\$2,968,963	\$3,111,476	5%
Japan	\$850,459	\$891,282	5%
Australia	\$850,459	\$891,282	5%
New Zealand	\$241,808	\$253,415	5%
Korea	\$260,074	\$272,558	5%
Fishing Entity of Taiwan	\$260,074	\$272,558	5%
Indonesia	\$231,429	\$242,538	5%
European Union	\$112,641	\$118,048	5%
South Africa	\$162,018	\$169,795	5%
Contributions in Arrears (Korea)	\$63,926	\$0	-100%
Staff Assessment Levy	\$129,000	\$151,700	18%
Carryover from previous year	\$569,396	\$90,640	-84%
Voluntary contributions from Members *1	\$10,000	\$0	-100%
Contribution Stabilisation Fund	\$0	\$907,000	N/A
FAO Funded Project		\$185,142	N/A
Interest on investments	\$30,000	\$100,000	233%
Withdrawal from savings	\$0	\$172,642	
Contribution Stabilisation Fund	-\$192,185	\$0	
TOTAL GROSS INCOME	\$3,579,100	\$4,718,600	32%

*1: Australia contributed \$10,000 to the 2023 project for updated analysis of UAM

EXPENDITURE	Approved 2023 Budget	Draft 2024 Budget	Variation
ANNUAL MEETING - (CC/EC/CCSBT)	\$236,000	\$680,000	188%
Independent chairs	\$44,000	\$58,000	32%
Interpretation costs	\$60,000	\$58,000	-3%
Hire of venue & catering	\$58,000	\$467,000	705%
Hire of equipment	\$10,000	\$30,000	200%
Translation of meeting documents	\$10,000	\$10,000	0%
Secretariat expenses	\$54,000	\$57,000	6%
ESC/SC Meeting	\$352,000	\$448,000	27%
Interpretation costs	\$48,000	\$44,000	-8%
Hire of venue & catering	\$89,000	\$201,000	126%
Hire of equipment	\$65,000	\$43,000	-34%
Hire of consultants - Chairs and Panel	\$113,000	\$122,000	8%
Translation of meeting documents	\$1,000	\$1,000	0%
Secretariat expenses	\$36,000	\$37,000	3%

SUB-COMMITTEE MEETINGS	\$244,300	\$203,700	-17%
ERSWG Meeting	\$0	\$128,600	N/A
ERS Technical Meeting	\$0	\$10,000	N/A
SFMWG Meeting	\$128,100	\$0	-100%
OMMP Technical Meeting	\$97,000	\$0	-100%
TCWG Meeting	\$19,200	\$65,100	239%
SCIENCE PROGRAM	\$1,104,200	\$1,169,600	6%
Operating Model Software upgrade	\$130,000	\$155,000	19%
Development of the CPUE series	\$30,000	\$40,000	33%
Updated analysis of unaccounted mortality	\$20,000	\$0	-100%
SBT otolith-based aging workshop	\$38,000	\$32,000	-16%
Tagging program coordination	\$1,000	\$1,000	0%
Long-Term Gene Tagging Project *2	\$720,000	\$720,000	0%
Close-kin sampling/DNA sequencing *2	\$86,100	\$104,600	21%
Close-kin identification & exchange *2	\$52,900	\$35,000	-34%
Sampling and aging of Indonesian Otoliths	\$26,200	\$20,300	-23%
Capacity Building for Spawning Ground	\$0	\$61,700	N/A
SPECIAL PROJECTS	\$116,000	\$539,785	365%
Meeting Participation Fund	\$50,000	\$50,000	0%
CDS Tag and Market Survey in JP	\$21,000	\$30,450	45%
On-line data system maintenance	\$5,000	\$5,000	0%
Trial eCDS development	\$40,000	\$42,000	5%
FAO Funded Seabird Project	\$0	\$412,335	N/A
SECRETARIAT COSTS	\$1,373,500	\$1,515,625	10%
Secretariat staff costs	\$881,100	\$981,713	11%
Staff assessment levy	\$129,000	\$151,700	18%
Employer social security	\$225,200	\$238,512	6%
Insurance -worker's compensation	\$17,000	\$19,700	16%
Travel/transport	\$30,000	\$38,000	27%
Translation of meeting reports	\$16,000	\$16,000	0%
Training	\$2,000	\$2,000	0%
Home leave allowance	\$12,300	\$7,000	-43%
Other employment expense	\$3,200	\$3,000	-6%
Staff liability fund (accumulating)	\$57,700	\$58,000	1%
OFFICE MANAGEMENT COSTS	\$153,100	\$161,890	6%
Office lease and storage	\$69,400	\$73,564	6%
Office costs	\$69,800	\$74,326	6%
Provision for new/replacement assets	\$7,000	\$7,000	0%
Telephone/communications/web hosting	\$6,900	\$7,000	1%
TOTAL GROSS EXPENDITURE	\$3,579,100	\$4,718,600	32%

*2: CSIRO is providing an in-kind contribution to these projects.

Indicative 2025 / 2026 budgets

Income	Indicative 2025 Budget	Indicative 2026 Budget
Contributions from Members	\$3,267,050	\$3,430,402
Japan	\$935,846	\$982,638
Australia	\$935,846	\$982,638
New Zealand	\$266,086	\$279,390
Korea	\$286,186	\$300,495
Fishing Entity of Taiwan	\$286,186	\$300,495
Indonesia	\$254,665	\$267,398
European Union	\$123,950	\$130,148
South Africa	\$178,285	\$187,199
Contributions in Arrears (Korea)	\$0	
Staff Assessment Levy	\$155,000	\$158,000
Carryover from previous year	\$0	\$0
Voluntary contributions from Members	\$0	\$0
Contribution Stabilisation Fund	\$0	\$0
FAO Funded Project	\$185,142	\$314,771
Interest on investments	\$100,000	\$100,000
Withdrawal from savings	\$432,674	\$101,641
TOTAL GROSS INCOME	\$4,139,866	\$4,104,814

EXPENDITURE	Indicative 2025 Budget	Indicative 2026 Budget
ANNUAL MEETING - (CC/EC/CCSBT)	\$330,000	\$282,000
Independent chairs	\$59,000	\$36,000
Interpretation costs	\$78,000	\$72,000
Hire of venue & catering	\$67,000	\$83,000
Hire of equipment	\$77,000	\$44,000
Translation of meeting documents	\$10,000	\$10,000
Secretariat expenses	\$39,000	\$37,000
ESC/SC Meeting	\$290,000	\$402,000
Interpretation costs	\$67,000	\$88,000
Hire of venue & catering	\$22,000	\$48,000
Hire of equipment	\$35,000	\$28,000
Hire of consultants - Chairs and Panel	\$136,000	\$173,000
Translation of meeting documents	\$1,000	\$1,000
Secretariat expenses	\$29,000	\$64,000
SUB-COMMITTEE MEETINGS	\$155,000	\$261,565
ERSWG Meeting	\$0	\$130,000
ERS Technical Meeting	\$29,700	\$0

SFMWG Meeting	\$0	\$0
OMMP Technical Meeting	\$102,300	\$107,415
TCWG Meeting	\$23,000	\$24,150
SCIENCE PROGRAM	\$1,141,100	\$1,135,300
Operating Model Software upgrade	\$30,000	\$0
Development of the CPUE series	\$30,000	\$30,000
Updated analysis of unaccounted mortality	\$0	\$25,000
SBT otolith-based aging workshop	\$0	\$0
Tagging program coordination	\$1,000	\$1,000
Long-Term Gene Tagging Project *1	\$740,000	\$740,000
Close-kin sampling/DNA sequencing *1	\$206,000	\$201,500
Close-kin identification & exchange *1	\$68,000	\$70,000
Sampling and aging of Indonesian Otoliths	\$66,100	\$67,800
Capacity Building for Spawning Ground	\$0	\$0
SPECIAL PROJECTS	\$466,460	\$181,283
Meeting Participation Fund	\$50,000	\$50,000
CDS Tag and Market Survey in JP	\$26,460	\$27,783
On-line data system maintenance	\$5,000	\$5,000
Trial eCDS development	\$25,000	\$25,000
FAO Funded Seabird Project	\$360,000	\$73,500
SECRETARIAT COSTS	\$1,584,921	\$1,663,017
Secretariat staff costs	\$1,030,799	\$1,082,339
Staff assessment levy	\$155,000	\$158,000
Employer social security	\$250,438	\$262,959
Insurance -worker's compensation	\$20,685	\$21,719
Travel/transport	\$40,000	\$40,000
Translation of meeting reports	\$16,000	\$16,000
Training	\$2,000	\$2,000
Home leave allowance	\$7,000	\$17,000
Other employment expense	\$3,000	\$3,000
Staff liability fund (accumulating)	\$60,000	\$60,000
OFFICE MANAGEMENT COSTS	\$172,385	\$179,649
Office lease and storage	\$77,242	\$81,104
Office costs	\$78,043	\$81,945
Provision for new/replacement assets	\$10,000	\$9,400
Telephone/communications/web hosting	\$7,100	\$7,200
TOTAL GROSS EXPENDITURE	\$4,139,866	\$4,104,814