



CCSBT-EC/2110/05

DRAFT REVISED 2021 BUDGET

Purpose

To agree a revised budget for 2021.

Discussion

A draft revised budget for 2021 is provided at **Attachment A**. The revision incorporates actual income and expenditure as of 6 September 2021 together with forecast income and expenditure for the remainder of the year.

All Members have paid their 2021 contributions to the CCSBT in full. The draft revised budget for 2021 assumes that the following outstanding payment will be made during 2021:

- \$5,539 by South Africa to refund the cost of CDS tags that were delivered to South Africa in March 2021.

Given the above assumption, the forecast final income and expenditure for 2021 is provided at **Attachment A**.

The variations in income for 2021 from that approved by CCSBT 27 were:

- Reduced returns of \$9,764 from the Staff Assessment Levy¹.
- Reduced returns on investments of \$3,589 due to reduced interest rates.

The forecast total expenditure for 2021 is about \$35,000 lower than the amount forecast in the interim draft revised budget provided in Circular #2021/051².

The total expenditure for 2021 is forecast to be approximately \$2,330,000, which is a ~\$625,000 (21.2%) decrease on the amount of \$2,956,685 approved for 2021. Savings are forecast across all seven expenditure areas of the budget.

The reduced expenditure in 2021 over the approved budget for 2021 occurred for the following main reasons, many of which were a consequence of the COVID-19 pandemic:

1. Replacement of all physical CCSBT meetings with virtual meetings.
2. Use of virtual meetings instead of a physical meeting for the CCSBT Performance Review and an altered schedule³ as advised in CCSBT Circular #2021/038 due to the sad passing of the Chair of the Performance Review Panel.
3. Cancellation of all Secretariat travel.
4. Deferral of Secretariat staff home leave to 2022.
5. Deferral of the Maturity study to 2022⁴.

¹ The Staff Assessment Levy appears on both the income and expenditure side of the budget, so it has no net effect.

² Due mainly to lower-than-expected consultancy costs for the ESC, moving most of the OMMP intersessional maintenance and development to 2022, and deferring staff home leave until 2022 because of the COVID-19 pandemic.

³ Moving some of the work and costs into 2022.

⁴ This work has been deferred while waiting for ovary histology from a Member.

6. Rescheduling most of the OMMP maintenance and development work to 2022.
7. Transferring some of the Trial eCDS development into 2022.

The forecast remaining expenditure for the Market Analysis project (\$57,200) and the Ad-Hoc AIS Analysis (\$20,000) are highly uncertain.

- The Terms of Reference (ToR) for the Market Analysis project specify that the *“Secretariat may use some of these funds for the external expert’s work in preparing the draft work plan in late 2021. The residual amount will be rolled over to the 2022 budget for use in this project, if required.”*. The ToR also states that *“The EC’s budget for this project in 2022 is proposed as being 57,200 AUD, subject to consideration in FAC and EC. If the agreed project requires a higher budget in 2022, additional funds can be obtained from the amount rolled over from 2021”*. The Secretariat proposes that it manages this situation by carrying-over any unused funds from this project at the end of 2021, into the 2022 budget⁵.
- The annual funding for Ad-Hoc AIS analysis has yet to be used, but it is a valuable resource for when the Secretariat next receives information regarding suspicious fishing activity. Instead of continuing to include this funding as a budget item each year, the Secretariat proposes that the unused funding of \$20,000 be placed in a reserve fund for this purpose and that it only be budgeted in future years when that fund requires a “top up”. The Secretariat further proposes that the status of the fund and any usage of money from that fund be reported to the EC each year in the paper for the draft revised budget.

The draft revised budget for 2021 provides a carry forward of \$612,027 from 2021 to 2022.

The Extended Commission is invited to consider the forecast final income and expenditure in **Attachment A** for the revised budget for 2021.

Prepared by the Secretariat

⁵ Any unused funds from this project in 2021 will be added to “Carryover from previous year” in the income section of the revised 2022 budget. If required, these unused funds will also be added to the revised approved expenditure for this project in 2022.

GENERAL BUDGET - 2021

INCOME	2021	Forecast	%
	APPROVED BUDGET	Final Income	Variation
Contributions from Members	\$2,840,163	\$2,840,163	0.0%
Japan	\$813,564	\$813,564	
Australia	\$813,564	\$813,564	
New Zealand	\$231,318	\$231,318	
Korea	\$248,791	\$248,791	
Fishing Entity of Taiwan	\$248,791	\$248,791	
Indonesia	\$221,389	\$221,389	
European Union	\$107,754	\$107,754	
South Africa	\$154,989	\$154,989	
Contributions in Arrears (South Africa)¹	\$154,989	\$154,989	
Staff Assessment Levy	\$135,700	\$125,936	-7.2%
Carryover from previous year	\$591,113	\$591,113	0.0%
Interest on investments²	\$13,000	\$9,411	-27.6%
Contributions Stabilisation Fund	-\$778,280	-\$778,280	0.0%
TOTAL GROSS INCOME	\$2,956,685	\$2,943,331	-0.5%

¹ This amount was paid by South Africa immediately after the EC meeting in 2020. However, the payment was made after the approval of 2021 budget and consequently this item appears in the 2021 budget, despite having been paid in 2020.

² Interest on investments does not include interest earned from the staff liability fund (which is estimated to be \$170 in 2021).

EXPENDITURE	2021 APPROVED BUDGET	2021 Expenditure to date	Forecast Remaining Expenditure¹	Forecast Final Expenditure	% variation
ANNUAL MEETINGS - (EC/CC)	\$209,400	\$0	\$52,400	\$52,400	-75.0
Independent chairs	26,500	0	16,000	16,000	-39.6
Interpretation costs	63,300	0	33,900	33,900	-46.4
Hire of venue & catering	50,000	0	0	0	-100.0
Hire of equipment	35,500	0	0	0	-100.0
Translation/of meeting documents	10,000	0	0	0	-100.0
Secretariat expenses	24,100	0	2,500	2,500	-89.6
EXTENDED SCIENTIFIC COMMITTEE	\$250,500	\$498	\$69,800	\$70,298	-71.9
Interpretation costs	56,000	281	29,300	29,581	-47.2
Hire of venue & catering	31,200	0	0	0	-100.0
Hire of equipment	34,100	0	0	0	-100.0
Hire of consultants - Chairs and Advisory Panel	115,100	0	40,000	40,000	-65.2
Translation of meeting documents	1,000	0	0	0	-100.0
Secretariat expenses	13,100	217	500	717	-94.5
SUB-COMMITTEE MEETINGS	\$23,785	\$0	\$5,000	\$5,000	-79.0
Technical CC WG Meeting (1 day, prior to CC)	23,785	0	5,000	5,000	-79.0
SCIENCE PROGRAM	\$675,800	\$292,061	\$315,561	\$607,622	-10.1
Intersessional OM/MP Maintenance & Development	16,200	0	2,700	2,700	-83.3
Development of the CPUE series	35,300	28,000	7,800	35,800	1.4
Tagging program coordination	1,000	0	1,000	1,000	0.0
Long-Term Gene Tagging Project ²	350,000	155,000	195,000	350,000	0.0
Close-kin sampling, DNA extraction & sequencing ²	120,900	60,415	60,415	120,830	-0.1
Close-kin identification & exchange (POP & HSP) ²	44,100	22,039	22,039	44,078	0.0
Sampling and aging of Indonesian otoliths	53,300	26,607	26,607	53,214	-0.2
Maturity study	55,000	0	0	0	-100.0
SPECIAL PROJECTS	\$285,500	\$39,744	\$158,100	\$197,844	-30.7
Market Analysis	57,200	0	57,200	57,200	0.0
Performance Review	119,800	69	45,100	45,169	-62.3
Ad-Hoc AIS Analysis	20,000	0	20,000	20,000	0.0
Database upgrade and on-line data submission/access	7,500	7,475	0	7,475	-0.3
Trial eCDS development	81,000	32,200	35,800	68,000	-16.0
SECRETARIAT COSTS	\$1,352,700	\$819,043	\$423,500	\$1,242,543	-8.1
Secretariat staff costs	836,700	524,894	294,900	819,794	-2.0
Staff assessment levy	135,700	80,836	45,100	125,936	-7.2
Employer social security	229,800	114,529	65,600	180,129	-21.6
Insurance -worker's comp/travel/contents	16,500	13,077	3,300	16,377	-0.7
Travel/transport	20,300	0	0	0	-100.0
Translation of meeting reports	11,300	0	11,300	11,300	0.0
Training	2,000	0	2,000	2,000	0.0
Home leave allowance	13,400	0	0	0	-100.0
Other employment expenses	2,300	1,007	1,300	2,307	0.3
Recruitment expenses	0	0	0	0	0.0
Staff liability fund (accumulating)	84,700	84,700	0	84,700	0.0
OFFICE MANAGEMENT COSTS	\$159,000	\$104,297	\$51,300	\$155,597	-2.1
Office lease and storage	67,700	49,994	17,100	67,094	-0.9
Office costs	74,000	44,881	25,200	70,081	-5.3
Provision for new/replacement assets	12,500	6,948	5,500	12,448	-0.4
Telephone/communications	4,800	2,474	3,500	5,974	24.5
TOTAL GROSS EXPENDITURE	\$2,956,685	\$1,255,643	\$1,075,661	\$2,331,304	-21.2

¹ Most of these estimates are rounded up to the nearest \$100.

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