



Memorandum

To: Members of the Executive Committee Our File: 1003.9/1009.4
Members of the Audit Committee

From: Garry A. Comber

Date: May 27, 1988

Re: Combination Executive/Audit Committee Meeting of
June 8, 1988

Please find attached the draft Agenda and supporting documentation for the combined Executive/Audit Committee meeting to be held at 9 a.m. on Wednesday June 8, 1988.

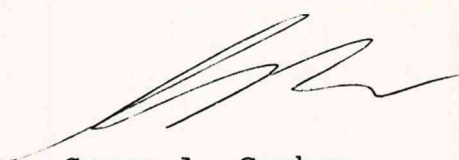
Since we were not able to convene a meeting of the Audit Committee during the period May 25 to June 8, it has been agreed to hold a combination Executive/Audit Committee meeting. Since we felt there were too many project proposals to be considered by the full Board on June 9 and 10, we have identified 8 proposals for consideration by the Executive Committee and 8 for the Board.

Please note that this decision was taken just as we were finalizing the Board Agenda. As the documents had already been photocopied and the numbers assigned, we retained the Board document numbers for the proposals which have been earmarked for the Executive Committee.

We would normally expect to send the Agenda and documents to the Executive Committee at least two weeks in advance of a meeting. However, we felt that it was important to await the draft Audited Financial Statement from the Office of the Auditor General which did not arrive until today.

Also please note that we have included a photocopy of the body of the Annual Report. This version has been sent for translation and for printing of the English portion of the Annual Report.

If Members have questions or comments on the Agenda or the attached documentation which they wish to discuss before the meeting, please do not hesitate to contact either the President or myself.



Garry A. Comber
Secretary-Treasurer

GAC/am

Attachments



1009.4

International Centre for Ocean Development

Draft Agenda

Executive/Audit Committee Meeting

**8 June 1988
' 0900 hours
Halifax, Nova Scotia**

- | | | |
|------------------------------------|---|-------------------------|
| 1) | Call to Order -
Quorum, Agenda, Introduction of
Officials from Auditor General's Office | 9:00-9:15 |
| AUDIT COMMITTEE MATTERS | | 9:15-10:15 |
| 2) | (a) Audit Plan | AC88/D01 |
| | (b) Review of Audited Financial Statement
for Fiscal Year 1987/88 | AC88/D02
(Draft) |
| | (c) Comments and Observations from
Auditor General's Office
(to be distributed at meeting) | AC88/D03 |
| COFFEE BREAK | | 10:15-10:30 |
| EXECUTIVE COMMITTEE MATTERS | | |
| 3) | Review of Minutes of April 27, 1988
and Notice of Approval of Fishing
Vessel Evaluation - Seychelles (EC88/D03) | 10:30-10:45
EC88/D18 |
| 4) | Review of Draft Annual Report | 10:45-11:00
EC88/D19 |
| 5) | Financial Statement - April/May 1988
(to be distributed at meeting) | 11:00-11:15
EC88/D20 |

6) Project Proposals for Approval 11:15-12:15

- a. Eastern Caribbean Fisheries Marketing Strategy BD88/D08
- b. Mauritania Documentation and Information Services Assistance (CNROP) BD88/D14
- c. Seychelles Fish Poster BD88/D11
- d. Strengthening Technical Information Services in Marine Geology and Non Living Resources for the South Pacific Region BD88/D37

LUNCH 12:15-13:15

PROJECT PROPOSALS CONTINUED 13:15-14:30

- e. Fisheries Extension Training Courses; Pacific Island Countries BD88/D03
- f. Training at the University of the South Pacific; Republic of Palau BD88/D05
- g. OECS Fishermen's Training Program BD88/D10
- h. West Africa Offshore Non-Fuel Mineral Assessment and Management Course BD88/D13

7) Date of next Executive Committee Meeting 14:30-14:45

8) Other Business

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SEULEMENT

MAY 26 1988

1027-B-88001

F/S International Centre for Ocean
Development

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Auditor's report
and financial statements
INTERNATIONAL CENTRE FOR OCEAN
DEVELOPMENT
March 31, 1988

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AUDITOR'S REPORT

To the Minister for External Relations

I have examined the balance sheet of the International Centre for Ocean Development as at March 31, 1988 and the statements of operations, deficit, contributed surplus and changes in financial position for the year then ended. My examination was made in accordance with generally accepted auditing standards, and accordingly included such tests and other procedures as I considered necessary in the circumstances.

In my opinion, these financial statements present fairly the financial position of the Centre as at March 31, 1988 and the results of its operations and the changes in its financial position for the year then ended in accordance with generally accepted accounting principles applied on a basis consistent with that of the preceding year.

Further, in my opinion, the transactions of the Centre that have come to my notice during my examination of the financial statements have, in all significant respects, been in accordance with Part XII of the Financial Administration Act and regulations, the International Centre for Ocean Development Act and regulations, and the by-laws of the Centre.

Raymond Dubois, F.C.A.
Deputy Auditor General
for the Auditor General of Canada

Ottawa, Canada
May 18, 1988

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INTERNATIONAL CENTRE FOR OCEAN DEVELOPMENT

Balance Sheet
as at March 31, 1988

ASSETS

	<u>1988</u>	<u>1987</u>
Current		
Cash	\$ 37,464	\$ 70,119
Accounts receivable	34,977	39,897
Accounts receivable - projects administered on behalf of other agencies	<u>169,867</u>	<u>34,117</u>
	<u>\$ 242,308</u>	<u>\$ 144,133</u>

LIABILITIES

Current		
Accounts payable and accrued liabilities	\$ 208,991	\$ 100,190

EQUITY

Contributed surplus (Note 3)	54,227	54,227
Deficit	<u>(20,910)</u>	<u>(10,284)</u>
	<u>33,317</u>	<u>43,943</u>
	<u>\$ 242,308</u>	<u>\$ 144,133</u>

Approved by the Board:

Director

Director

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INTERNATIONAL CENTRE FOR OCEAN DEVELOPMENT

Statement of Operations
for the year ended March 31, 1988

	<u>1988</u>	<u>1987</u>
PROGRAM ACTIVITIES		
Technical assistance		
Technical assistance projects (schedule A)	\$ 2,010,195	\$ 947,885
Program - development and related expenses	88,334	87,894
- administration costs (schedule E)	<u>341,747</u>	<u>223,678</u>
	<u>2,440,276</u>	<u>1,259,457</u>
Information		
Information - projects (schedule B)	123,412	214,739
- services expenses	139,647	105,183
Program administration costs (schedule E)	<u>277,571</u>	<u>127,768</u>
	<u>540,630</u>	<u>447,690</u>
Training		
Course development projects (schedule C)	1,145,878	548,091
Scholarship projects (schedule D)	910,709	514,583
Program - development and related expenses	11,720	18,564
- administration costs (schedule E)	<u>324,563</u>	<u>181,611</u>
	<u>2,392,870</u>	<u>1,262,849</u>
Total Program Activities Expenditures	<u>5,373,776</u>	<u>2,969,996</u>
Administrative expenditures (schedule F)	<u>1,184,579</u>	<u>1,078,130</u>
Deduct Revenues:		
Recoveries - projects administered on behalf of other agencies	(135,750)	(34,117)
Interest income	<u>(11,979)</u>	<u>(22,184)</u>
	<u>(147,729)</u>	<u>(56,301)</u>
Cost of operations for the year	<u>\$ 6,410,626</u>	<u>\$ 3,991,825</u>

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INTERNATIONAL CENTRE FOR OCEAN DEVELOPMENT

Statement of Deficit
for the year ended March 31, 1988

	<u>1988</u>	<u>1987</u>
Deficit, at beginning of the year	\$ 10,284	\$ 18,459
Parliamentary appropriations	<u>6,400,000</u>	<u>4,000,000</u>
	6,389,716	3,981,541
Deduct:		
Cost of operations for the year	<u>6,410,626</u>	<u>3,991,825</u>
Deficit, at end of the year	<u>\$ 20,910</u>	<u>\$ 10,284</u>

Statement of Contributed Surplus
for the year ended March 31, 1988

	<u>1988</u>	<u>1987</u>
Contributed surplus, at beginning of the year	\$ 54,227	\$ 52,790
Assets contributed by predecessor non-government organization - International Centre for Ocean Development	<u>-</u>	<u>1,437</u>
Contributed surplus, at end of the year	<u>\$ 54,227</u>	<u>\$ 54,227</u>

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SEULEMENTINTERNATIONAL CENTRE FOR OCEAN DEVELOPMENTStatement of Changes in Financial Position
for the year ended March 31, 1988

	<u>1988</u>	<u>1987</u>
Financing activities		
Parliamentary appropriations	\$ 6,400,000	\$ 4,000,000
Cash balance contributed by predecessor non-government organization - International Centre for Ocean Development	<u>-</u>	<u>1,437</u>
	<u>6,400,000</u>	<u>4,001,437</u>
Operating activities		
Cash used for operations		
Cost of operations for the year	(6,410,626)	(3,991,825)
Decrease (increase) in working capital items other than cash	<u>(22,029)</u>	<u>(14,162)</u>
	<u>(6,432,655)</u>	<u>(4,005,987)</u>
Net funds provided (used)	(32,655)	(4,550)
Cash, at beginning of the year	<u>70,119</u>	<u>74,669</u>
Cash, at end of the year	<u>\$ 37,464</u>	<u>\$ 70,119</u>

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INTERNATIONAL CENTRE FOR OCEAN DEVELOPMENT

Notes to Financial Statements
March 31, 1988

1. Authority and objectives

The International Centre for Ocean Development was established by the International Centre for Ocean Development Act in 1985 as a Crown corporation without share capital, named in Schedule C, Part I to the Financial Administration Act. The Centre is dependent on the Government of Canada for operating appropriations.

The objectives of the Centre are to initiate, encourage and support cooperation between Canada and developing countries in the field of ocean resource development by:

- (a) initiating and supporting programs in developing countries for the improved management and utilization of ocean resources, particularly as a source of food;
- (b) supporting the development of indigenous expertise and institutions in developing countries in order to increase the capacity of developing countries in integrated ocean use management;
- (c) enlisting the expertise of people and institutions in Canada, developing countries and elsewhere;
- (d) developing and sponsoring the collection and dissemination of information relating to ocean resource development;
- (e) developing and sponsoring training programs, technical assistance and advisory services relating to ocean resource development; and
- (f) supporting research relating to ocean resource development.

2. Significant accounting policies

The financial statements reflect the following policies:

- (a) Capital expenditures

Purchases of equipment, office furniture, and costs of leasehold improvements are expensed in the year of acquisition.

- (b) Parliamentary appropriations

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(c) Project expenditures

The Centre enters into agreements with third parties to undertake projects. Project expenditures are charged to operations when disbursed and as they become due under the terms of the contractual agreement.

(d) Pension plan

Employees of the Centre are covered by the Public Service Superannuation Plan administered by the Government of Canada. Contributions to the Plan are required equally from the employees and the Centre. These contributions represent the total liability of the Centre and are recognized in the accounts on a current basis.

3. Contributed surplus

Contributed surplus represents the net book value of assets contributed to the Centre by the predecessor, non-government organization, International Centre for Ocean Development.

4. Income taxes

The Centre is exempt from income taxes.

5. Operating leases

The Centre has entered into various operating lease arrangements for office premises and equipment. The future minimum lease payments are as follows:

Year ending March 31	1988	1987
1988	\$ -	\$ 190,000
1989	221,000	193,000
1990	216,000	194,000
1991	211,000	189,000
1992	211,000	189,000
	<u>\$ 859,000</u>	<u>\$ 955,000</u>

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6. Contractual commitments

The Centre is committed to the following project expenditures, subject to compliance by recipients with the terms of their agreements.

Year ending March 31

	<u>1988</u>	<u>1987</u>
1988	\$ -	\$ 3,348,000
1989	3,183,000	1,578,000
1990	2,250,000	386,000
1991	465,000	310,000
1992	323,000	296,000
	<u>\$ 6,221,000</u>	<u>\$ 5,918,000</u>

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INTERNATIONAL CENTRE FOR OCEAN DEVELOPMENT

SCHEDULE A

Technical Assistance Projects
for the year ended March 31, 1988

<u>Project Number</u>		<u>1988</u>	<u>1987</u>
850010	OECS Fisheries Desk	\$ 346,233	\$ 182,642
850011	FFA Surveillance	252,857	234,597
860036	Sea Moss Cultivation Programme	105,187	22,784
860049	Caribbean Fisheries Training		
	- Phase II	92,310	-
860041	CCOP/SOPAC - Regional Marine Geology	90,002	60,996
860072	Economic Analysis of Costa Rica	80,087	26,324
870107	Guidelines Fish Quality Control		
	- Seychelles	78,634	-
860094	Maldives Surveillance	78,013	-
870132	Fisheries Data Management, Institutional		
	Enhancement Program	63,900	-
860030	Research Vessel Operation	61,654	22,163
860032	Fisheries Surveillance		
	- S.W. Indian Ocean	51,328	-
860100	Coral/Sand Removal - Mauritius	50,047	-
870116	Research Coordination Unit	50,000	-
860055	Morocco Fisheries Data Management	49,521	-
870173	Legal Affairs Unit - Forum Fisheries		
	Agency, South Pacific	43,000	-
870164	South Pacific Prosecutions Procedures		
	Study	42,000	-
860082	VFDP Evaluation	41,668	11,725
860083	Vanuatu - Fisherman's Tour	33,000	-
870178	VSS Feasibility Test	30,000	-
870162	Regional Fisheries Database		
	Implementation	28,000	-
870163	Cook Islands Boundary Delimitation		
	Assistance	27,721	-
870124	OECS Workshop on Regional Fisheries		
	Access	26,250	-
860098	Consultancy in Fisheries Management		
	(Dominica)	25,504	-
860034	Fisherman's Assistance - Dominican	9,771	60,219
860086	Research Institute Evaluation	4,666	44,000
850035	Fisherman's Training - Pictou	-	63,858
850013	Fisheries Research Needs and		
	Assessment	-	55,065
860056	Master Fisherman's Programme	-	26,041
	PROJECTS UNDER \$25,000	248,842	137,471

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SEULEMENT

INTERNATIONAL CENTRE FOR OCEAN DEVELOPMENT

SCHEDULE B

Information Projects
for the year ended March 31, 1988

<u>Project Number</u>		<u>1988</u>	<u>1987</u>
860063	Training Directory - Phase II	\$ 43,343	\$ 6,818
860023	World Fisheries Map	-	69,804
860037	Marine Information Sri Lanka	-	50,000
860077	Regional Compendium - Indian Ocean	-	34,970
850021	Ocean Training Directory	-	28,900
	PROJECTS UNDER \$25,000	<u>77,799</u>	<u>21,247</u>
		<u>\$ 121,142</u>	<u>\$ 211,739</u>

fairly weak!

SCHEDULE C

Course Development Projects
for the year ended March 31, 1988

<u>Project Number</u>		<u>1988</u>	<u>1987</u>
860060	Stock Assessment - CECAF	\$ 326,523	\$ 4,148
850014	Marine Affairs Diploma Course	272,286	175,037
860070	Marine Affairs Diploma Materials	135,622	85,325
870111	SPC Fisheries Extension Skills Course	80,000	-
870115	Fisheries Enforcement Workshop, FFA	55,253	-
870123	Erindale Maritime Boundary Delimitation Course	52,825	-
870127	WMU Training Modules Phase II	52,650	-
860102	Maritime Boundary Delimitation Course	38,511	-
860027	WMU Sea Use Planning Course	31,043	2,066
85015	WMU Marine Affairs Course	14,044	26,180
85059	SEAPOL Ocean Boundary Making	(1,967)	82,200
85078	Maritime Boundary Delimitation Course	(1,295)	32,000
85022	Stand Alone Materials	-	56,514
86028	Non-Fuel Minerals Course - Halifax	-	30,872
	PROJECTS UNDER \$25,000	<u>90,383</u>	<u>53,749</u>
		<u>\$ 1,145,878</u>	<u>\$ 548,091</u>

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INTERNATIONAL CENTRE FOR OCEAN DEVELOPMENT

SCHEDULE D

Scholarship Projects
for the year ended March 31, 1988

<u>Project Number</u>		<u>1988</u>	<u>1987</u>
860074	Marine Affairs Diploma Scholarship	\$ 334,683	\$ 1,045
860097	CIDA/WMU Africa Scholarships	101,011	34,117
860076	ICOD Scholarship Programme (1987-1991)	91,014	1,234
860062	Tropical Fisheries Diploma	70,263	58,965
850019	WMU Scholarships	67,512	34,117
860103	Cooperation des Pêches	46,890	-
860025	Regional University Scholarships	41,212	43,605
850018	IOI Scholarships (Halifax Course)	40,500	37,174
870167	CIDA Fellowships	34,740	-
850017	ICOD Scholarship Programme	14,686	238,850
860081	IOI Scholarships (Indian Ocean)	-	49,933
	PROJECTS UNDER \$25,000	68,198	15,543
		<u>\$ 910,709</u>	<u>\$ 514,583</u>

SCHEDULE E

Total Program Administration Costs
for the year ended March 31, 1988

<u>PROGRAM ACTIVITIES</u>	<u>Salaries</u>	<u>Travel</u>	<u>Total 1988</u>	<u>Total 1987</u>
Technical assistance	\$ 219,983	\$ 121,764	\$ 341,747	\$ 223,678
Information	227,452	50,119	277,571	127,768
Training	255,519	69,044	324,563	181,611
	<u>\$ 702,954</u>	<u>\$ 240,927</u>	<u>\$ 943,881</u>	<u>\$ 533,057</u>

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SEULEMENTINTERNATIONAL CENTRE FOR OCEAN DEVELOPMENTSCHEDULE FAdministrative Expenditures
for the year ended March 31, 1988

	<u>1988</u>	<u>1987</u>
Employee and contract staff salary and benefits	\$ 474,506	\$ 468,404
Accommodation and leasehold improvements	222,399	156,317
Office equipment	118,135	102,763
Communications and postage	82,883	61,501
Recruitment and relocation	71,708	75,465
Office supplies and services	59,328	57,861
Travel and entertainment	48,969	72,408
Directors' honoraria, travel and meetings	48,096	40,665
Professional services	40,259	28,227
Miscellaneous services and expenses	18,296	14,519
	<u>\$ 1,184,579</u>	<u>\$ 1,078,130</u>



EC88/D18
CONFIDENTIAL
1003.8

**EXECUTIVE COMMITTEE MEETING
HALIFAX, N.S.
27 APRIL 1988
DRAFT MINUTES**

PRESENT: Elisabeth Mann-Borgese, Chairman
John Vandermeulen, Vice-Chairman
Roy Cheeseman
Robert Maguire
Gary Vernon, President
Garry Comber, Secretary/Treasurer
Jeanne-Mance Côté, Administration Officer

1 CALL TO ORDER

The Chairman noted that a quorum was present. It was moved by Roy Cheeseman, seconded by Gary Vernon,

EC88/1/R1 **THAT THE AGENDA BE ADOPTED WITH THE FOLLOWING
ADDITION UNDER ITEM 3) PRESIDENT'S REPORT:
CORPORATE PROGRAM PLAN EXERCISE.**

Motion carried unanimously.

**2 REVIEW OF MINUTES OF 5 FEBRUARY
1988 MEETING**

EC88/D01

It was moved by Robert Maguire, seconded by Roy Cheeseman

EC88/1/R2 **THAT THE MINUTES BE ADOPTED AS PRESENTED.**

Motion carried unanimously.

3 PRESIDENT'S REPORT

The draft Corporate Program Plan was circulated to members.

The President informed the Committee that in light of the Government's new ODA Strategy and suggestions from CIDA's Policy Branch, ICOD would be making a presentation to CIDA on May 10 for

additional funding. He explained that ICOD had identified a number of areas of the ODA Strategy which lent themselves to either an expansion of current ICOD activities or new initiatives.

The Committee asked if this was in line with the ICOD mandate, if the Centre could operate efficiently under these new conditions, if ICOD should broaden its regional approaches to include other developing countries in South America and Asia, if a paragraph on Technology Development could be added, and if there was political support for such a request by ICOD. The Committee also suggested that both an effectiveness review and an impact evaluation of projects should be undertaken at periodic intervals.

Training?
The President stated that this proposal was the result of developments during the Centre's first three years of operation. He stated that, originally, budget limitations had dictated the number of ICOD target countries; establishment of new initiatives would probably preclude broadening the list of target countries for the next few years. However, once expanded program activities were well established, the target country list should be reviewed.

It was moved by Roy Cheeseman, seconded by John Vandermeulen,

EC88/1/R3

THAT INsofar AS THE PROPOSED CORPORATE PROGRAM PLAN FALLS WITHIN ICOD'S MANDATE, THE COMMITTEE APPROVES THE APPROACH IN PRINCIPLE AND AUTHORIZES THE PRESIDENT TO PROCEED.

Motion carried unanimously.

4

FINANCIAL REPORT

EC88/D07
EC88/D06

An Interim Year-End Financial Statement (EC88/D07) was distributed by the Secretary/Treasurer. The new presentation of the statement was developed following the Executive Committee Meeting of February 5, 1988. A revised statement dealing with the first nine months of the fiscal year had been distributed by the Secretary/Treasurer on April 18, 1988 (EC88/D06).

Roy Cheeseman tabled a suggested reporting format which he considered met the needs of both the Executive Committee and the Board (see Attachment A). It was agreed that ICOD would utilize this format for the next financial report to the Board. Board Members may wish to comment at that time.

5 BUSINESS ARISING

5 a) Administrative Expenses EC88/D02

A document prepared by an independent consultant entitled "ICOD-Expenditure Review" had been circulated to the Executive Committee after discussions at the February 5, 1988 Executive Committee Meeting. The report attempted to compare ICOD's administrative expenses with other similar organizations.

Members of the Committee questioned the utility of the comparison of ICOD with IDRC and WUSC. [It was pointed out that IDRC, like ICOD, is a Corporation established by the Canadian Government and operating within the Official Development Assistance Budgetary Envelope; WUSC is an NGO whose operating procedures and budget offer a point of comparison with ICOD.]

After discussion, the Executive Committee recommended that ICOD establish a target for Corporate administration expenses. (i.e. those listed under the administration support category in the interim Year-End Financial Statement). Salaries, travel, and program development costs of the three program divisions would be considered program expenses and not fall under this heading.

Roy Cheeseman indicated that a target of 18% would be reasonable for administration overheads in view of the nature of ICOD's work and the regulatory environment. The interim financial statement indicated that ICOD's current administrative overheads are approximately at that level.

The President accepted the target and indicated that ICOD might come under it in future if additional outside funding is received. Also, savings were expected from tighter internal budgeting and the establishment of cost centres within each of the program branches. In addition, ICOD was reviewing its approach to international travel and communications expenses, and instituting other cost saving techniques.

The Executive Committee and Board will continue to monitor administration expenses.

6 PROJECT PROPOSALS

(a) Fishing Vessel Evaluation
- Seychelles EC88/D03

The Committee had a number of questions relating to this submission:

Would ICOD be able to find a master fisherman with appropriate overseas experience?

Had the question of the sustainability of fish stocks received proper attention?

What is the current problem with the design of the fishing boats?

Why would a naval architect be required for 90 days?

Could ICOD do a one month planning study before embarking on this project?

In view of the above questions and other comments, it was suggested that ICOD consider an initial planning visit of 2-3 weeks by an independent consultant to determine whether or not the project should proceed.

**(b) Production Assistance for Artemia
Salina - Mauritius**

EC88/D04

After a brief discussion on the project, it was moved by John Vandermeulen seconded by Roy Cheeseman,

EC88/1/R4 **THAT APPROVAL BE GIVEN TO PROJECT #870182-
PRODUCTION ASSISTANCE FOR ARTEMIA SALINA-
MAURITIUS - TO A MAXIMUM ICOD CONTRIBUTION OF
\$56,500 CDN.**

Motion carried unanimously.

**(c) Maritime Boundary Delimitation
Workshop - South Pacific**

EC88/D05

It was moved by Roy Cheeseman and seconded by John Vandermeulen,

EC88/1/R5 **THAT APPROVAL BE GIVEN TO PROJECT #880186 - SOUTH
PACIFIC BOUNDARY DELIMITATION WORKSHOP - TO A
MAXIMUM ICOD CONTRIBUTION OF \$111,000 CDN.**

The meeting was adjourned at 1:00 p.m.

Submitted by Roy Cheeseman

Attachment A
Minutes of Executive
Committee Meeting of
April 27, 1988

The following suggested format sample budget is set out as a readable budget and progress reporting system for the non professional financial reader for information who is concerned with:

- a) The source of the money
- b) The planned use of the money
- c) The performance of the planned use
- d) The percentage admin cost of the plan
- e) The areas of use of the funds. (Percentage)

Example

ICOD

Total Budget April 1/88 - March 31/89
(figures are for illustrative purposes only)

Revenue

Gov. Appropriations	6,000,000
Other Funding (confirmed)	<u>1,287,000</u>
	7,287,000

Other Income

Carry Over Committed Funds	
Total Revenue	<u>7,287,000</u>

Expenses

Ongoing Committed	1,800,000
88/89 Budget Expenses (total)	5,487,000
(including contingency 15%)	<u>7,287,000</u>

Difference Revenue And Expenses

NIL

Total Budget (Expenses)		7,287,000	
1)	Head Office Admin. (Includes all expenses not charged to divisions)	1,312,000	18%
2)	<u>Technical Assistance Division</u> Salaries, Admin. Project Costs etc.	2,477,000	
3)	<u>Information</u>	1,530,000	
4)	<u>Training</u>	<u>1,967,000</u>	
		7,286,000	

Note diff. 1,000.00 by rounding dollars

Note figures for 87/88 period should be inserted for comparison

Expenses Head Office Total

ITEM	Actual 87/88	Budget 88/89	+ or -	First 1/4	Second 1/4	Third 1/4	Fourth Final Cum. Total
Salaries		395,000					
Fringe ben.		103,000					
Casual		30,000					
Consultant services		56,000					
Staff services		43,000					
Staff reloc.		15,000					
Hiring		2,000					
Trng courses		6,000					
Rental allow.		8,000					
Travel		39,000					
Board travel and meetings		52,000					
Honoraria		<u>14,000</u>					
Sub-total		763,000					
Rent		275,000					
Office supplies and services		35,000					
Furn. & eqt. purchases		82,000					
Eqt. rental		24,000					
Phone-telex fax (communs.)		74,000					
Mem. fees		500					
Print - photocopy		24,000					
Insurance		6,000					
Bank charges		5,000					
Postage		14,000					
Publications		3,000					
Computer Svcs.		3,000					
Resource and reference mat.		1,000					
Bank interest		100					
Maintenance		10,000					
Translation		50					
Conferences		2,000					
Misc.		1,000					

Expense Budget
Technical Assistance Division

Total	2,477,000
ITEMS	
Perm. staff salaries	220,000
" " fringe 10%	22,000
" " overtime	
Contract salaries (fees)	
Perm staff travel (all costs)	108,000
Consulting fees	<u>68,000</u>
	418,000 17%
Projects direct costs	<u>2,059,000</u>
	2,477,000

NOTE: Same for Information Division, Training Division.

In presenting figures for specific projects following dollar cost breakdown would be useful.

Financial

Total cost of D/B 811	850,000
Contribution from Canadian govt.	<u>49,000</u>
 Total cost to ICOD	 801,000
 consultants (fees) 20x300= 6,000	
" travel (total) 2,000	
" living all. 20x150= 3,000	<u>11,000</u>
	790,000
 Capital goods, cost, boat, nets, etc.	<u>27,000</u>
	763,000
 Other books, videos etc.	<u>1,000</u>
Total cash to project	<u>762,000</u>

NOTES

- 1) All funds are Canadian
- 2) There will be no ongoing cost from this project to ICOD
- 3) 10% contingency allowance is added
- 4) Time to complete 60 days from final approval

REPORT SHEET ON PROJECT D/B 811

Total budget cost 850,000

Project approved July 20/88

Estimated comp. date Sept 16/88

Date project completed Sept' 25/88

Final cost of project 813,000

Over/under budget - 37,000.00

Reason for delay - waiting for final confirmations

Reason for over/under budget

- 1) capital cost was underestimated
- 2) project did not use 10% contingency

Was project a success and did it achieve all objectives? YES

Is this report final and are
all ICOD committments fulfilled?

YES

PROJECT OFFICER

DATE

1987/88 ANNUAL REPORT
INTERNATIONAL CENTRE
FOR OCEAN DEVELOPMENT

The International Centre for Ocean Development was established as a federal Crown Corporation in February 1985 with a mandate to initiate, encourage, and support cooperation between Canada and developing countries in the field of ocean resource development. Under the guidance of a 14-member Board of Directors including four international members, ICOD initiates and supports programs for the development of indigenous expertise and institutions in developing countries for the improved management and utilization of ocean resources, particularly as a source of food. Programs are carried out by enlisting individual and institutional expertise in Canada, developing countries and elsewhere, and by developing and sponsoring the collection and dissemination of information, training programs, technical assistance, advisory services, and research relating to ocean resource development.

ICOD Offices

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ICOD has adopted for its employees the conflict of interest and post-employment code of the Canadian Public Service.

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COMPLETED PROJECTS AS AT MARCH 31, 1987

AUDITOR'S REPORT AND FINANCIAL STATEMENTS

ACRONYMS

CCOP/SOPAC	Committee for Coordination of Joint Prospecting for Mineral Resources in the South Pacific Offshore Areas
CECAF	Fishery Committee for Eastern Central Atlantic
CFTDI	Caribbean Fisheries Training and Development Institute
CIDA	Canadian International Development Agency
CUSO	Canadian University Services Overseas
EEZ	Exclusive Economic Zone
FAO	Food and Agriculture Organization (United Nations)
FFA	Forum Fisheries Agency (South Pacific)
FSM	Federated States of Micronesia
ICOD	International Centre for Ocean Development
IOC	Intergovernmental Oceanographic Commission
IOI	International Ocean Institute (<u>Dalhousie University, Halifax, N.S.</u>)
IOMAC	Indian Ocean Marine Affairs Cooperation
OECS	Organisation of Eastern Caribbean States
SEAPOL	Southeast Asian Programme on Ocean Law, Policy and Management
SPC	South Pacific Commission
UN-OETB	United Nations - Ocean Economics and Technical Branch

UPNG	University of Papua, New Guinea
USP	University of the South Pacific
UWI	University of the West Indies
VFDP	Village Fisheries Development Program (Vanuatu)
WMU	World Maritime University (Sweden)

PROJECT ACTIVITIES COMPLETED TO MARCH 31, 1987

Global

Information Services

World Fisheries Map

\$69,800 Cdn., 86-0023.

Marine Training Directory; Phase I

\$45,000 Cdn., 85-0021.

Marine Affairs Bibliography

\$19,100 Cdn., 85-0020.

Training

WMU Marine Affairs Course (May 1986/August 1987)

\$52,000 Cdn., 85-0015.

Maritime Boundary Delimitation (Erindale College)

\$30,700 Cdn., 86-0078.

Non-Fuel Mineral Course (Halifax)

\$30,000 Cdn., 86-0028.

WMU Maritime Law Course

\$25,000 Cdn., 85-0016.

WMU Marine Affairs Course (November 1986)

\$16,400 Cdn., 85-0069.

Caribbean Basin

Technical Assistance

Fisheries Training (Pictou, N.S.)

\$63,000 Cdn. (2 months), 86-0035.

Fish Marketing (Costa Rica)

\$18,000 Cdn. (1 year), 86-0033.

Dominica Licensing System

\$8,500 (1 month), 86-0048.

South Pacific

Technical Assistance

Fisheries Research Needs and Assessment; Phase I

\$55,000 Cdn. (6 months), 85-0013.

Fisheries Research Needs and Assessment; Phase II

\$25,000 Cdn. (3 months), 86-0075.

Communications Study (FSM)

\$15,000 Cdn. (1 month), 86-0079.

Surveillance Statistics Consultancy

\$12,800 Cdn. (1 month), 87-0120.

Fisheries Short Courses

\$2,300 Cdn. (1 month), 86-0085.

Information Services

Representatives to Regional Fisheries Information Meeting
\$20,000 Cdn. (1 month), 86-0096.

Study of Information Systems (South Pacific)
\$19,500 Cdn. (2 months), 86-0065.

Scholarships

Fishing Skills Course (SPC)
\$7,800 (2 months), 86-0026.

South and West Indian Ocean

Technical Assistance

Indian Ocean/South Pacific Exchange
\$4,800 Cdn. (1 month), 86-0092.

Information Services

Regional Compendium (Indian Ocean)
\$36,400 Cdn. (3 months), 86-0077.

Indian Ocean Newsletter
\$8,100 Cdn. (1 month), 86-0064.

Scholarships

IOI Scholarships (Indian Ocean 1987)
\$50,000 Cdn., 86-0081.

West Africa

Technical Assistance

Morocco Marine Science Advisory Mission
\$11,700 Cdn. (1 month), 86-0053.

Morocco Fisheries Investigation
\$9,400 Cdn. (1 month), 86-0054.

GLOBAL PROJECTS

Technical Assistance

Research Vessel Operation

A multi-authored manual, associated training materials and regional workshops are being prepared on research vessel operation and management, in cooperation with FAO and IOC, to maximize the use and benefit of research vessels in developing countries. \$434,100 Cdn. (3 years), 86-0030.

Boundary Delimitation (Computer Program); Phase I

Under the technical supervision of the Canadian Hydrographic Service, an improved method for the computer generation of maritime boundary delimitation using microcomputers was developed. \$15,000 Cdn. (5 months), 86-0093.

Boundary Delimitation (Computer Program); Phase II

An interface to enable graphic representation of results on screen was developed during the second phase of this project. Revisions were made to the existing manual, the software (manual and on line tutorial) was translated into French and Spanish, and methods of projecting graphic output onto an overhead screen have been investigated and evaluated. \$26,000 Cdn. (6 months), 87-0141.

Information Services

Marine Training Directory

The information gathered in the first phase of the project (85-0021) was verified, updated, and published as The Directory of Marine Training in Canada-1988. \$40,610 (8 months), 86-0063.

Training

Marine Affairs Diploma Course

A multidisciplinary, one-year diploma program in Marine Affairs at the Université du Québec à Rimouski and at Dalhousie University in Halifax commenced in the 1987-1988 academic year. Programs focus on the various uses of the oceans and the interrelationships among sectors. Funding has been provided for the development of this program and to supplement university financing. (See also Marine Affairs Diploma Scholarships, 86-0074.) \$1,700,000 Cdn. (6 years), 85-0014.

Marine Affairs Diploma Materials

Assistance is being provided to the Université du Québec à Rimouski and to Dalhousie University for the preparation and publication of teaching materials required for effective delivery of the core course of the Marine Affairs Diploma Course (85-0014). \$475,000 Cdn. (4 years), 86-0070.

Erindale Maritime Boundary Delimitation Course

A seven-week course was designed in cooperation with the Survey Science Department, Erindale College, University of Toronto, to create a nucleus of trained personnel in the technical aspects of Maritime Boundary Delimitation. Seven hydrographic surveyors from coastal and island states will be sponsored to attend the course each year. A course manual is being prepared for publication in 1990. \$197,500 Cdn. (3 years), 87-0123.

WMU Training Modules; Phase II (Sweden)

ICOD has supported the design, development, and delivery of three training modules, together with accompanying course materials, at WMU since May 1986. These modules are now a vital component in the Master of Science degree curriculum. The three ICOD courses have been integrated into the two-year teaching program and will be supplemented by lectures and other short courses, providing students with a comprehensive overview of the maritime system. ICOD will sponsor these modules until 1990. \$190,000 Cdn. (3 years), 87-0127.

Marine Affairs Materials

Key background materials are being developed for reference use by students from developing countries in conjunction with the Marine Affairs Training Advisory Group (86-0071) and with ICOD-sponsored Marine Affairs courses in Canada (85-0014). \$140,000 Cdn. (3 years), 85-0022.

Ocean Boundary Making (SEAPOL)

A pilot training course in marine boundary making from a legal and policy perspective was developed by SEAPOL and the International Institute for Transportation and Ocean Policy Studies. Participants from Thailand, the Philippines, Malaysia, and Indonesia attended the course, which was delivered in June 1987 by a team of Canadian and Southeast Asian experts, including an ICOD staff member. \$92,200 Cdn. (1 year), 86-0059.

Marine Affairs Training Advisory Group

An international body of experts was convened in March 1987 to advise on the development of materials on marine affairs (85-0022) and to assist in the identification of teaching materials in marine affairs by the Université du Québec à Rimouski and Dalhousie University (86-0070). A core group of international advisors will be convened in June 1988 to further advise the universities on teaching materials. \$50,000 Cdn. (4 years), 86-0071.

WMU Sea-Use Planning and Management Training Module (Sweden)

This course for second year students provided training in the methods required to carry out functional tasks involved in formulating an EEZ management plan. A simulation exercise was developed in conjunction with the UN-DETB. \$49,000 Cdn. (1 year), 86-0027.

Maritime Boundary Delimitation (Erindale College)

This technical course was developed with Erindale College of the University of Toronto and initially given in early 1987 to participants from three Caribbean nations. The course was expanded from six to seven weeks to cover hydrographic aspects of the subject, and subsequently presented to new participants from Caribbean and South Pacific countries. \$38,510 Cdn. (7 weeks), 86-0102.

Scholarships

ICOD Scholarship Program

Up to 20 scholarships are granted annually to government-nominated candidates from eligible countries for study at the Master's degree level in marine-related fields. Scholarships are tenable at Canadian universities. \$2,984,700 Cdn. (4 years), 86-0076.

Marine Affairs Diploma Scholarships

Up to 20 scholarships are granted annually to government-nominated candidates from developing countries to pursue the multidisciplinary Marine Affairs diploma program in Canada (85-0014). Ten scholarships are awarded for study at Dalhousie University and ten for study at the Université du Québec à Rimouski. \$2,080,000 Cdn. (5 years), 86-0074.

Regional University Scholarships

Up to six scholarships are granted annually to qualified students from developing countries for study at the Master's degree level in marine-related fields. Three scholarships are granted for study at UWI, and three for study at UPNG or USP. \$576,000 Cdn. (5 years), 86-0025.

ICOD Scholarship Program (1985-1987)

Forty-four scholarships and 27 renewals were granted to students from developing countries for postgraduate studies at Canadian universities in marine-related fields. (This project has been replaced by 86-0076.) \$499,700 Cdn. (2 years), 85-0017.

WMU Scholarships (CIDA)

On behalf of CIDA, ICOD administers scholarships granted to eight African students for study leading to a Master's degree at WMU. Four scholarships each were awarded to students from English- and French-speaking countries. \$466,000 (3 years), 86-0097.

ICOD WMU Scholarship Program

Two scholarships are granted annually to candidates from selected countries for study at the Master's level at WMU. Scholarships are tenable for two years. \$403,200 Cdn. (5 years), 85-0019.

IOI Scholarships (Halifax program)

Up to four awards are made annually to participants from developing countries to attend the IOI's Summer Training Program in Halifax in the "Management and Conservation of Marine Resources: The Exclusive Economic Zone." (See also IOI Scholarships [South and West Indian Ocean], 86-0081.) \$208,000 Cdn. (5 years), 85-0018.

Seminaire sur l'organisation de la gestion des cooperatives de peche.

Nine scholarships were provided for the seminar held at the Centre universitaire de Shippagan, Université de Moncton, N.-B. Participants were selected from French-speaking countries in West and East Africa. The course was intended for middle level managers and members of fishing cooperatives. \$46,890 Cdn. (1 month), 86-0103.

IOI Scholarships (Caribbean, 1988)

This project provided scholarship support for participants from Sri Lanka and Comoros to attend the Technology Development and Management training course in Cartagena, Colombia, and Kingston, Jamaica, in February/March 1988. \$16,170 Cdn. (1 month), 87-0172.

CARIBBEAN BASIN

Technical Assistance

OECS Fisheries Unit

A Fisheries Support Unit has been established within OECS to provide the countries of the region with a permanent regional fisheries capability and to promote, coordinate, and facilitate regional fisheries cooperation. \$660,000 Cdn. (3 years), 85-0010.

Technical Support for Nicaragua's Industrial Fisheries

In support of Nicaragua's efforts to rejuvenate its industrial fisheries, ICOD will provide the advisory services of a refrigeration engineer, refrigeration technician, marine engineer, and diesel mechanic. In cooperation with Nicaraguan counterparts, advisors will assist in overseeing the repair of vessel plant facilities, in establishing proper maintenance and repair procedures, and in providing on-the-job training for local and fleet personnel. \$305,000 Cdn. (2 years), 87-0153.

Fisheries Data Management: Institutional Enhancement Program

To enhance the fisheries management capabilities of OECS members, ICOD and the OECS Fisheries Unit are providing technical and advisory assistance to national Fisheries Divisions in the implementation of data collection systems designed during the ICOD/OECS Statistical Sampling Methods Workshop (86-0089). For this project, ICOD will provide computer hardware and software for the analysis of relevant fisheries data. \$195,000 Cdn. (1 year), 87-0132.

Economic Analysis and Economic Policy Development (Costa Rica)

Economic policy recommendations for promoting the development of Costa Rican fisheries based on an economic analysis of existing and potential fisheries are being prepared for the Ministry of Agriculture and Livestock. \$160,000 Cdn. (1.5 years), 86-0072.

Sea Moss Cultivation Program

In cooperation with the OECS, the governments of St. Lucia and Grenada and the Eastern Caribbean Natural Areas Management Program, support is being provided for inter-island transfer of small-scale sea moss mariculture techniques and for a survey of existing and potential markets for sea moss and sea moss products. \$125,000 Cdn. (1 year), 86-0036.

Fishermen's Assistance Program (Dominican Republic)

Technical and advisory assistance is being provided to enable the La Isabela Fishermen's Cooperative to improve existing fishing capabilities and to develop an artisanal fisheries extension program along the north coast of the Dominican Republic. \$71,000 Cdn. (1 year), 86-0034.

Advisory Support for Fisheries Development (Dominica/OECS)

ICOD is providing the services of an expert fisheries advisor to the Ministry of Agriculture of Dominica to assist Fisheries Division staff in the implementation of fisheries management and development plans (86-0098). The advisor will provide on-the-job training to new recruits to Dominica's Fisheries Division and, under the auspices of OECS, similar, but limited, assistance to other OECS members. \$50,000 Cdn. (14 months), 87-0158.

Fisheries Surveillance

In support of regional efforts to control illegal foreign fishing in the OECS region, ICODE is providing financial and advisory assistance to the OECS for a comprehensive regional fisheries surveillance program. \$49,800 Cdn. (4 months), 87-0175.

Consultancy in Fisheries Management Operation (Dominica)

An expert consultant in fisheries management and development was provided to the Fisheries Division, Ministry of Agriculture, Dominica, to coordinate and monitor ongoing fisheries development activities and to identify fisheries development and management needs in Dominica. \$30,000 Cdn. (6 months), 86-0098.

Workshop on Regional Fisheries Access (OECS)

The OECS Fisheries Unit held a four-day workshop on Foreign Access to Fisheries in order to promote further regional cooperation in fisheries management and development. During the workshop, representatives from OECS members discussed and drafted a harmonized Foreign Fisheries Access Policy. \$26,000 Cdn. (1 week), 87-0124.

Maritime Boundary Workshop (OECS)

A three-day workshop on Maritime Boundary Delimitation was held by OECS to assist members in formulating proposals for regional action on maritime boundaries. \$25,000 Cdn. (1 week), 86-0091.

Statistical Sampling Methods Workshop (Barbados)

A five-day training workshop was held in Barbados for fisheries officers from OECS members, Barbados, and Trinidad and Tobago. Using the information from a preliminary survey of the region, data collection programs using random sampling methods were developed for the individual member states. \$16,000 Cdn. (1 week), 86-0089.

OECS Participant/SEAPOL Ocean Boundary Course

Funds were made available to the OECS to allow a representative from the Eastern Caribbean to participate in the ICOD-funded SEAPOL Ocean Boundary Making course in Singapore in June 1987. \$4,141 Cdn. (2 weeks), 87-0122.

Information Services

Technical Publication Support (OECS)

This project will assist the OECS Fisheries Unit coordinate fishery advice and information by analyzing the need for publications and documentation, recommending a scientific publishing program, and supporting publication of the proceedings from two workshops on Fisheries Data Collection, Management, and Development in the Eastern Caribbean. \$20,000 Cdn. (6 months), 87-0142.

Sea Moss Bibliography

As a contribution to efforts now underway in the Eastern Caribbean to cultivate and market sea moss, this project will support the preparation, printing, and distribution of an annotated bibliography on the extant literature on sea moss in the Caribbean. \$13,800 Cdn. (6 months), 87-0125.

Training

Caribbean Fisherman's Training; Phase II

Two elements of artisanal fisheries training were supported under this project: a six-week fisherman's training course at the Nova Scotia School of Fisheries for St. Lucia and Grenada nationals; and a follow-on course in Barbados and St. Lucia for local fishermen, using local facilities and the previous year's graduates as resource personnel and instructors/assistants. \$95,877 Cdn. (3 months), 86-0049.

CFTDI Institutional Enhancement (Trinidad and Tobago)
To increase the capacity of the CFTDI to respond to fisheries training needs in the Caribbean, the Institute sent a staff member to the Nova Scotia School of Fisheries for technical upgrading. \$13,500 Cdn. (8 months), 87-0121.

Navigation and Seamanship Course (Barbados)
The Barbados Fisheries Division and Coast Guard designed and delivered a short course for Barbadian fishermen on coastal navigation and seamanship. \$4,000 Cdn. (3 weeks), 87-0126.

Scholarships

Short Term Academic Exchange
Awards were given to four graduate students registered in marine-related programs at UWI for up to six months study at Canadian institutions. \$50,000 Cdn. (1 year), 85-0024.

SOUTH PACIFIC

Technical Assistance

FFA Surveillance

This project enables the South Pacific FFA to enhance the surveillance and enforcement capabilities of its members. The specific objectives include the establishment of a regional surveillance and enforcement advisory service, support for its related operations, and the training of surveillance officers. A Canadian surveillance advisor was posted to the FFA for a two-year period. \$600,000 Cdn. (3 years) A two-year project extension was approved to begin in 1988. Extension: \$400,000 Cdn. (2 years), 85-0011.

FFA Research Coordination Unit

A Research Coordination Unit is being established within the FFA to provide advice on the planning, formulation and implementation of national and regional fisheries research projects. This Unit will also facilitate the provision of funding through other agencies for the conduct and monitoring of research activities, and encourage the transfer of expertise to national research scientists on attachment to the Agency. A coordinator was posted in January 1988. \$490,000 Cdn. (3 years), 87-0116.

Regional Marine Geology Program (CCOP/SOPAC)

The Committee for Coordination of Joint Prospecting for Mineral Resources in South Pacific Offshore Areas (CCOP/SOPAC) is developing a program for the identification and management of near shore mineral resources in the South Pacific. A Canadian geologist has been posted to the CCOP/SOPAC Secretariat in Fiji for two years. \$250,000 Cdn. (2 years), 86-0041.

Fisheries Extension Advisor (Vanuatu)

An experienced Canadian fisherman will assist in the development of a rural fisheries extension service in Vanuatu. The service will provide advice and support to small scale fishing enterprises created under the Vanuatu VFDP. \$92,000 Cdn. (2 years) 87-0161.

Rural Fishing Groups (Solomon Islands)

The development of four small-scale fishing groups in Gizo Province, Solomon Islands, will be supported through assistance in boat-building, fisheries extension, and marketing. ICOD will provide a project officer/advisor, boat-building materials, and working capital on a loan basis. \$73,000 Cdn. (2 years), 87-0150.

VFDP Evaluation (Vanuatu)

A comprehensive review of the five-year VFDP was undertaken by a Canadian consultant to assist the Government of Vanuatu in long-term planning for small-scale fisheries. The results of this review will assist ICOD and other organizations to assess applications for similar programs in other regional islands. \$56,900 Cdn. (1 year), 86-0082.

FFA Legal Affairs Unit

Interim salary and program support will be provided for the FFA Legal Affairs Unit. The legal officer provides legal advisory services in fisheries matters to FFA member governments, supports fisheries access negotiations, reviews fisheries legislation, provides legal training, and prepares policy papers and briefs for FFA member governments. \$49,000 Cdn. (5 months), 87-0173.

South Pacific Prosecutions Procedures Study

The ICOD/FFA Prosecutions Workshop (87-0115) recognized the need for proper prosecution procedures. In order to effect them, a consultant will be provided to draft standard fisheries offenses and penalties, prepare supplementary regulations, establish evidentiary provisions, and prepare a procedures manual for prosecutors. \$48,500 Cdn. (5 months), 87-0164.

Research Institute Feasibility

In cooperation with USP and the South Pacific FFA, a feasibility study and review of the fisheries research activities of USP, including recommendations for the creation of a regional fisheries research institute, was undertaken by Canadian and South Pacific personnel. Recommendations from this study led to the establishment of an FFA Research Coordination Unit (87-0016). \$48,000 Cdn. (6 months), 86-0086.

Fishermen's Study/Training Tour (Vanuatu)

An overseas training tour for leading village fishermen to expose them to improved fish catching and handling methods was supported on behalf of the Government of Vanuatu. In addition to providing insight into two important target markets, the project contributes to a general program for the improvement of fish handling and marketing in Vanuatu. \$40,000 Cdn. (2 months), 86-0083.

Vessel Surveillance System Feasibility Study

A Canadian consultant will review technical options and the feasibility for a proposed VSS-based onboard data transponder using Canadian technology. \$40,000 Cdn. (4 months), 87-0178.

Regional Fisheries Database Implementation

In order to improve the efficiency of the FFA's Computer Services Section, a series of three short-term consultancies will assist in the implementation of new software on the FFA's minicomputer. The focus will be the integration of the regional fishing register, log sheet data, the mapping system, licensing data, and the United States Tuna Treaty system in one database. \$32,000 Cdn. (3 months), 87-0162.

Boundary Delimitation Assistance (Cook Islands)

Two Canadian consultants provided technical and legal advice respecting maritime boundary delimitation issues in the Cook Islands. \$30,500 Cdn. (2 months), 87-0163.

Boundary and Legislation Assistance (Western Samoa)

Assistance in a review of legislation and maritime boundary issues in Western Samoa was provided by two consultants—one legal, one technical. \$29,000 Cdn. (2 months), 87-0165.

Kiribati Boundary

Advisory assistance was provided to Kiribati on issues respecting maritime boundary delimitation. \$26,600 Cdn. (2 months), 86-0087.

FFA Small Projects Fund

Assistance is being provided to the FFA to undertake six discrete sub-projects within its approved regional work program. These include economic analysis of national project proposals, legal consultancies, and computer development in fisheries departments. \$26,500 Cdn. (2 months), 87-0176.

Fisheries Extension Centres (Vanuatu)

In cooperation with CUSO, the Vanuatu Department of Fisheries will be assisted in furthering artisanal fisheries extension centres and services in Vanuatu's villages. \$25,500 Cdn. (2 years), 85-0012.

Tradition and Inshore Fisheries Development (South Pacific)

This project will help the FFA to establish a program of assistance for member governments wishing to examine, document, and utilize tradition in developing inshore fisheries while using modern management principles and stock assessment methods. The first survey will be of the Solomon Islands. \$16,500 Cdn. (7 months), 87-0144.

Inshore Fishery Resource Workshop

The Inshore Fishery Resource Program, established by the SPC in cooperation with the FFA, conducted a workshop for regional scientists in March 1988. ICOD supported the participation of five island national experts in the workshops. (See also SPC Workshop on Inshore Fisheries Resources, 87-0157.) \$16,000 Cdn. (2 weeks), 87-0170.

Coastwatchers Pilot Project (Solomon Islands)

ICOD funded a pilot project in the Solomon Islands to establish a network of surveillance assistants on outer islands to monitor foreign vessels. Training and equipment were provided. \$15,000 Cdn. (1 month), 86-0047.

Fisheries Extension Program; Monitoring System (Vanuatu)

A Canadian consultant will assist the Vanuatu Fisheries Department to establish a data collection and analysis system for monitoring inshore fisheries and artisanal fisheries extension services. \$9,300 Cdn. (1 month), 87-0169.

Information Services

Preparatory Study for the Establishment of the Pacific Island Marine Resources Information System.

A preliminary proposal for the establishment of the Pacific Islands Marine Resources Information System (PIMRIS) has been developed; however, further information on existing information resources still needs to be gathered for some islands in order to finalize the proposal. Regional and local personnel prepared the preliminary proposal with the coordination of the Pacific Information Centre of USP. \$20,000 Cdn. (2 months), 86-0106.

Management of Marine Resources in Kiribati

A publication on Management of Marine Resources in Kiribati, written by Roniti Teiwaki, will contribute to an understanding of marine resources management. The book provides an account of past developments, the major problems of evolving an effective fisheries management system, and the problems of ocean mineral and security interest. \$8,000 Cdn. (3 months), 87-0168.

Training

Law Faculty Assistance (UPNG)

The Law Faculty of UPNG will be assisted in the development of its capacity in the field of the Law of the Sea. A Canadian specialist will teach the Law of the Sea course at UPNG in 1989 and 1990. In order to ensure future capacity in this field, postgraduate training in Canada will be provided to a Papua New Guinean Law graduate. \$136,000 Cdn. (20 months), 87-0131.

SPC Fisheries Extension Skills Course

An SPC survey of member countries indicated that training in fisheries extension work is a priority. In response, the SPC developed a course in Fisheries Extension Skills and Communication Techniques for senior fisheries officers. The regional course trained instructors who will conduct similar courses for national fisheries departments. \$88,000 Cdn. (1 month), 87-0111.

CCOP/SOPAC Non-Fuel Marine Mineral Resources Management Course

As a follow-up to the Non-Fuel Mineral Course held in Halifax in March 1987 (86-0028), a regional program is being designed in cooperation with CCOP/SOPAC for 12 geologists and senior decision-makers, to be held in Savusavu, Fiji, in October 1988. \$80,000 Cdn. (1 year), 86-0057.

Mariculture Training (Micronesia)

Over a two-year period, twelve trainees from the Republic of Palau, the Federated States of Micronesia and the Republic of the Marshall Islands will attend a one-month training course in giant clam cultivation methods, conducted by the Micronesian Mariculture Demonstration Centre in Palau. \$65,000 Cdn. (2 years), 87-0128.

FFA Fisheries Enforcement Workshop

The FFA conducted a workshop to assist member states to enforce regional and sub-regional fisheries access agreements. The objective of the workshop, attended by fisheries prosecution experts, was to standardize the approach to fisheries prosecutions in the South Pacific region. \$55,000 Cdn. (6 days), 87-0115.

FFA Observer Training Course

The provisions of the Fisheries Treaty between the FFA and the United States permits the placement of member country observers on foreign fishing vessels. In order to train observers, the FFA will conduct two two-week courses on the legal, scientific, and marine aspects of observer duties. The first course will be held in Western Samoa. (See also FFA Surveillance, 85-0011.) \$46,200 Cdn. (3 months), 87-0113.

SPC Workshop on Inshore Fisheries Resources; Expert and Participant Sponsorship

The SPC, under its Inshore Fisheries Research Project, conducted a workshop for regional scientists in March 1988. ICOD sponsored two Canadian experts as keynote speakers and two scientists selected to attend the workshop. (See also Support for Inshore Fishery Resource Workshop [South Pacific], 87-0170.) \$21,000 Cdn. (2 weeks), 87-0157.

Scholarships

Tropical Fisheries Diploma (USP)

Seven scholarships were granted to students from the South Pacific region to pursue the three-year Tropical Fisheries diploma program at USP. This project was undertaken to assist the Federated States of Micronesia to train fisheries officers. \$232,300 Cdn. (3 years), 86-0062.

CCOP/SOPAC Fellowships

CCOP/SOPAC and ICOD have established a fellowship scheme to permit the secondment of member country nationals to the CCOP/SOPAC Technical Secretariat. Seconded personnel will work with the Secretariat's professional staff on projects related to their own country. The fellowship scheme trains a group of technically qualified personnel capable of conducting simple offshore surveys, gathering environmental baseline data, and preparing project reports. \$58,000 Cdn. (3 years), 87-0112.

FFA Surveillance Fellowship

A fellowship was granted to the Chief Surveillance Officer of Papua, New Guinea, to enable the officer to work with the FFA during its review of the UPNG surveillance program. The officer will gain exposure to regional surveillance activities and contribute to the development of a network of regional surveillance advisors. \$15,000 Cdn. (4 months), 87-0117.

SOUTH AND WEST INDIAN OCEAN

Technical Assistance

Technical Training of Fishery Instructors (Maldives)

The Maldives' Ministry of Fisheries will derive significant benefits in a program to provide technical training to leading fishermen and selected Ministry staff. They, in turn, will undertake to train fishermen throughout the country. The training program, conducted in the Maldives, will incorporate such aspects of onboard gear use and maintenance, onboard handling and preservation of catch, and recent equipment advances as they apply to Maldavian fishing activities. A Canadian technical training team will be sent to the Maldives for approximately four months to execute the work. Manuals and other training equipment will be provided as appropriate. \$126,050 Cdn. (6 months), 87-0146.

Study for a Regional Surveillance System for South and West Indian Ocean Maritime Resources

As assessment of the regional requirements for a system of monitoring, surveillance, and control is being carried out for the Indian Ocean Commission. Pertinent economic and technical data and government policies are being collected for the regional political grouping of Seychelles, Madagascar, and Mauritius. \$119,000 Cdn. (8 months), 86-0032.

Economically Important Reef Fish (Maldives)

On behalf of the Ministry of Fisheries, the wide variety of economically important reef fish in the Maldives will be identified and catalogued with the help of taxonomic experts and underwater photography. The resulting species identification sheets will be used by marine scientists, fishermen, and government officials. \$92,200 Cdn. (6 months), 86-0051.

Establishment of a Fish Quality Control and Inspection System (Seychelles)

The Seychelles needs trained fishery inspectors to oversee current and future demersal fish exports and a tuna cannery in Victoria. This project began in January 1988 with an in-Canada training program for Seychellois who will form the nucleus of the national inspection service. The program includes classroom and laboratory training as well as government and private facility experience. It will be followed by on-site training in the Seychelles. Canadian

experts have already submitted suggestions for altering handling and processing procedures at the tuna cannery. \$85,250 Cdn. (6 months), 86-0107.

Marine Surveillance (Maldives)

The Ministry of Defence and National Security requested an assessment of the requirements, costs, and national capacity for surveillance of the EEZ and for a Search and Rescue Patrols program suitable to Maldivian conditions. Detailed recommendations and a plan-of-action for the development and implementation of these programs have been provided to the Government of Maldives. \$79,500 Cdn. (6 months), 86-0094.

Coastal Sand and Coral Removal; Effects on Lagoon Environment and Marine Life (Mauritius)

Substantial amounts of sand and coral deposits are removed from Mauritian lagoons and beaches each year for use in the local construction industry. In cooperation with the Government of Mauritius, ICOD consultants are assessing environmental damage and the likelihood of resource replenishment, and will recommend alternative sources of construction materials. \$70,000 Cdn. (9 months), 86-0100.

Feasibility Study; National Marine Resource Management Study (Mauritius)

The Government of Mauritius is considering producing a National Marine Resource Management and Planning Policy. A consulting team will help the Government to develop relevant study guidelines and considerations as groundwork for drafting this policy. \$48,400 Cdn. (3 months), 86-0101.

Production Workshop for Artemia Salina (Mauritius)

ICOD is supporting the participation in a workshop for Artemia salina production by an officer of the Mauritian Ministry of Agriculture, Fisheries and Natural Resources. The Artemia salina brine shrimp is a feedstock for cultivated prawns. Mauritius hopes to implement a program of domestic production of Artemia salina instead of costly importation currently in effect. \$9,000 Cdn. (1 month), 87-0180.

Information Services

Marine Information (Sri Lanka)

The establishment of a Marine Affairs and Aquatic Resources Information System at the National Aquatic Resources Agency in Sri Lanka is being co-funded by the International Development Research Centre and ICOD. ICOD funding is focused on the establishment of an Extension Unit. \$88,000 Cdn. (2 years), 86-0037.

Training

Observers to the CEEAF Stock Assessment Training Course

In cooperation with CEEAF, ICOD prepared a course on Tropical Fish Stock Assessment, held in Senegal in February 1988, for participants from francophone countries in West Africa (86-0060). This project provided assistance for observers from Mauritius and the Seychelles to attend the course. \$24,100 Cdn. (1 month), 87-0140.

WEST AFRICA

Technical Assistance

Management of Inshore Fisheries Statistics (Morocco)
The Office national des pêches (ONP) will conduct a critical review of the present system for collecting statistics on the inshore fishery and an evaluation of the procedures and methods for processing these data. A Canadian expert will be assigned to the Institut scientifique des pêches maritimes, under the jurisdiction of the ONP, to assist in the implementation of changes and improvements agreed upon by the Moroccan authorities. The expert will train Moroccan personnel responsible for gathering and processing statistical data. \$150,000 Cdn. (18 months), 86-0055.

Information Services

Information Brochure (CRODT)
The Centre de Recherche Océanographique de Dakar-Thiaroye (CRODT) conducts oceanographic research projects in West African countries and maintains a well-supplied resource centre. In order to expand its services in the region, CRODT has requested support for the preparation and publication of a brochure promoting its activities and services. \$10,000 Cdn. (2 months), 87-0145.

Training

Stock Assessment Training (CECAF)
In response to a request from CECAF, a French language training course in tropical stock assessment was designed and delivered in Senegal for participants from francophone countries in West Africa. In collaboration with international experts, a team of Canadian experts developed and delivered this course, and produced a French language stock assessment manual. \$373,000 Cdn. (2 years), 86-0060.



International Centre for Ocean Development
Centre international d'exploitation des océans

CONFIDENTIAL

BD88/D08
Project #880189
May 5, 1988

PROJECT SUMMARY

(Approval)

Project Title: Eastern Caribbean Fisheries Marketing Strategy.

Division: Technical Assistance

Recipient/
Implementing Agency: OECS Member States/
OECS Fisheries Unit

Duration: One year.

Project Components: ICOD consultants, Field surveys, Report.

Financial:

ICOD Contribution: \$67,300

Recipient Contribution: 7,100

Project total: \$74,400

Conditions of Approval or Comments

Record of Approval



Summary:

Background:

The marketing of seafood in the eastern Caribbean has, generally, been supply driven. Fishermen, for the most part, market their catch themselves after long hours at sea. In some communities market infrastructures have been established; however, these centres are few and independently administered. Little connection exists between these and market areas in outlying districts; distribution networks are either absent or totally inadequate.

In this context, member states of the OECS have expressed their interest in developing a market strategy which would improve the efficiency of marketing of fish at the national, regional and international levels. Key elements to such a strategy would include identification of existing facilities plus additional infrastructure, services and networks which would be required.

As a first step, the OECS Fisheries Unit has initiated a collaborative study between the Governments of St. Vincent and the Grenadines, and St. Lucia through their respective Fisheries Divisions and the St. Lucian Fish Marketing Complex. This study has indicated that a pooling of resources and smooth working linkages between member states are essential before international marketing of seafood products from the OECS can be successfully achieved. This study will form the preliminary database for a larger regional survey undertaken to establish a regional marketing strategy.

Project Description:

A) Project Objective:

The general objective of the project is to promote fisheries development in the eastern Caribbean through improved marketing. The specific objective of this project is to prepare a rational fisheries marketing strategy for the eastern Caribbean based on national, regional, and international market opportunities.



B) Project Components:

More from ?

The services of three fisheries marketing specialists will be engaged to undertake:

- 1) The evaluation of existing infrastructure and support services within the OECS region and those necessary to effect efficient marketing of seafood.
- 2) The identification of seafood products, both fresh and processed, available from the OECS region which have potential for further market development. This study will include the identification of high value species appropriate for export, and low value species which can satisfy local demand.
everything in this the study for!
- 3) A survey of national, regional, and international markets to determine:
 - a. market size;
 - b. supply, demand, price levels and consumption rates of seafood products;
 - c. existing pricing policies, competitive products, and potential for investment; and
 - d. operational and distribution systems currently employed by established traders.

This survey will employ the use of interviews, questionnaires, and desk research and will focus on markets in:

- a. OECS member states (both local and national markets).
 - b. Other Caribbean countries.
 - c. Canada and the United States.
 - d. the United Kingdom.
- 4) The analysis of collected data and preparation of a report which will identify key areas for potential market development including recommendations for appropriate networking of existing and proposed facilities, product development, and improvements to support services and systems employed by traders. Implementation of these recommendations by the member governments of the OECS, or private sector interests, could



result in higher returns to the fishermen and fish traders, and greater availability of fish in outlying market regions.

It is possible that proposals for follow-on projects will be submitted to appropriate development agencies, including ICOD, by the OECS or the individual countries involved.

C) Project Beneficiaries:

Improvement in the marketing of fish and fish products should result in increased employment and income benefits throughout the OECS region. Member states of the OECS could benefit from increased foreign exchange made available from the export of fish and fish products. Fishermen, fishing cooperations and fish marketers could benefit from steady markets and increased sales.

D) Project Management:

This project will be managed by the OECS Fisheries Unit

Project Appraisal/Constraints:

Appraisals:

- a) This project will provide the OECS region with access to Canadian expertise in an area of international repute. ?

This project will provide recommendations which could:

- b) Contribute to a more stable source of income to fishermen in the OECS region.
- c) Contribute to the increased availability of fish and fish products throughout the OECS region.
- d) Promote regional cooperation in fisheries development within the eastern Caribbean.



Constraints:

- a) Success will require that member countries of the OECS are prepared to address any barriers to inter-island trade and also to ensure quality and supply are satisfactory for international markets.
- b) Increased exports of fish may limit the supply of some species at an affordable cost within the region. //

Relationship to Other Projects (ICOD and Other Donors):

- a) This project supports the ongoing efforts of the ICOD funded OECS Fisheries Unit to promote fisheries development on a regional basis;
- b) Studies undertaken in this project will result in information useful to the CIDA-funded St. Lucia and Fish Marketing Complex and proposed infrastructure development projects in St. Vincent and the Grenadines (Japan International Cooperation Agency (JICA) and CIDA) and the Leeward Islands (CIDA)

Financial Information:

1) Fiscal Year Disbursement:

FY 1988/89:	\$37,000
FY 1989/90:	30,000

2) ICOD Budget Components (Estimated)

1) Professional Fees	\$39,480
2) Per Diems (115 days x \$130)	14,950
3) International Travel (Canada, Caribbean, U.S., U.K.)	<u>6,300</u>
SUBTOTAL	\$60,730
4) Contingency (10.8%)	<u>6,570</u>
	\$67,300

3) Recipient Budget Components:

1) Office Space	\$ 1,500
2) Clerical & Secretarial Support	3,000
3) Stationary supplies	100
4) Printing costs (questionnaires)	1,000
5) Communications	<u>1,500</u>
	\$ 7,100

Recommendation:

It is recommended that final approval be given to project #880189 -- "Eastern Caribbean Fisheries Marketing Strategy -- to a maximum ICOD contribution of \$67,300 Canadian.



APPENDIX 1

Details of ICOD Budget Components

1) Professional Fees

a) Caribbean

Preparation and Desk Research	4 days	
Field Investigation	85 days	
Analysis and Report Preparation	7 days	
	<u>96 days</u>	at \$230/day

TOTAL \$ 22,080

b) North America

Preparation and Desk Research	3 days	
Field Investigations	20 days	
Analysis and Report Preparation	5 days	
	<u>28 days</u>	at \$325/day

TOTAL \$ 9,100

c) United Kingdom

Preparation and Desk Research	3 days	
Field Investigations	10 days	
Analysis and Report Preparation	3 days	
	<u>16 days</u>	at \$375/day

TOTAL \$ 6,000

d) Final Analysis Report Preparation 10 days at \$230/day

TOTAL \$ 2,300

TOTAL PROFESSIONAL FEES \$ 39,480

2) Per Diems

a) Caribbean	\$130 x 85 days	\$ 11,050
b) North America	\$130 x 20 days	2,600
c) United Kingdom	\$130 x 10 days	<u>1,300</u>

TOTAL PER DIEMS \$ 14,950



3) International Travel

Canada - US Return	\$ 1,500
Caribbean - Interisland	<u>4,800</u>
TOTAL TRAVEL	\$ 6,300

TOTAL ICOD COMPONENTS	\$ 60,730
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International Centre for Ocean Development
Centre international d'exploitation des océans

CONFIDENTIAL

BD88/D14
Project #880198
16 May 1988

PROJECT SUMMARY

(Approval)

Project Title: Mauritania Documentation and Information
Services Assistance (CNROP)

Division: Information

Recipient/
Implementing Agency: Centre national de recherches
océanographiques et des pêches (CNROP)

Duration: 18 months

Commencement: Upon signing

Project Components: Consultant, equipment, books and
training for the CNROP library.

Financial:

ICOD Contribution: \$138,600

Recipient Contribution: 35,500

Project Total: \$174,100

Conditions of Approval or Comments

Record of Approval

SUMMARY:Background:

According to the "Déclaration de politique de développement du secteur de la pêche du gouvernement, avril 1987", in 1986, the Mauritanian marine fisheries sector accounted for 18% of the GNP with exports of fish products bringing in close to \$365,000 Cdn. to the national economy and employment being provided for over 6,000 Mauritanians. While the Mauritanian Exclusive Economic Zone (EEZ) represents an extremely rich fisheries resource base, a study undertaken by the Centre national de recherches océanographiques et des pêches (CNROP) in collaboration with the Food and Agriculture Organization of the United Nations (FAO) and Office de recherche scientifique technique outremer (ORSTOM) in September 1985 found that the fishery is on the verge of or actually being over-exploited.

Established as a public organization in 1978, the mandate of the Centre national des recherches océanographiques et des pêches (CNROP), in Nouadhibou, is to conduct the biological, physical, chemical, socio-economical and technological research necessary for the development of the marine fisheries sector and for the protection of the marine environment.

With the collaboration of the Ministère des pêches et de l'économie maritime (MPEM) of Mauritania and experts from FAO, a detailed development plan has been established for CNROP research activities through 1988-1992. Efforts will focus on analyzing the constraints and determinants of the marine fisheries sector in order to evaluate possible management and development strategies leading to a rational and economically beneficial development of fishery resources.

In order to carry out its program of work, the CNROP requires access to the basic reference literature on marine fisheries as well as information on the research and activities undertaken in the marine sector in the sub-region (consisting of Mauritania, Senegal, Gambia, Guinea-Conakry, Guinea-Bissau, Cap-Vert and Morocco). As well, the CNROP must publish and disseminate the results of its own research within Mauritania and within the sub-region.

To ensure that its information and documentation needs are adequately met, a Committee on Documentation and Information Services, (composed of the Director of CNROP, researchers and the Head of the library) has been formed to ensure the



quality and direct relevance of collection development and information services to CNROP's program of work. The present library consists of a small and inadequate collection run by a documentalist and an untrained library assistant and lacks basic equipment. The library has been charged with the semi-annual publication of CNROP research results, with maintaining an information exchange with the documentation centre of the Ministère des pêches et de l'économie maritime (MPEM) in Nouakchott, and has been provided a small budget for the purchase of publications. To date, the library has not been able to carry out these tasks satisfactorily.

The Committee and CNROP have defined the eventual role of its documentation and information services as:

(1) providing full documentation and reference support to researchers; (2) ensuring the diffusion of research results and other publications and; (3) developing extension materials and services to fishermen and the public. The CNROP is recruiting another documentalist to add to its library staff; however, it is not certain this person will be a trained documentalist as there are very few, trained librarians in Mauritania. Additionally, it is virtually certain that this person will have little experience in the marine sector.

Therefore, the CNROP has requested ICOD's assistance in the development of its documentation and information services. The present request focusses on establishing full documentation and reference support to researchers.

Project Description:

Project Objectives:

The objective of this project is to provide an initial phase of technical, advisory and training assistance over 18 months to assist the CNROP in the development of required documentation and information services.



Project Components:

The project will provide technical and advisory services to CNROP by means of an initial 5 week consultancy followed by a series of up to 3 follow-up visits of 3 weeks over a period of 18 months. The first mission will serve to:

- assess, reorganize and provide subject and author access to the existing library collection and train staff in these techniques;
- develop a list of serials, reference works, library reference tools and other documentation required in support of CNROP research programs;
- develop the beginnings of an information exchange network with relevant libraries and institutions in the region (and elsewhere);
- develop basic reference and information services to be provided by library staff and provide the necessary training for staff to provide such services;
- determine detailed library equipment needs (e.g. shelving, cabinets, catalogues, other library supplies, etc.);
- prepare a detailed plan-of-work for subsequent follow-up visits;
- identify and advise on further training required for library staff.

Upon his or her return to Canada, the consultant will arrange for the purchase of the required documentation and library equipment for CNROP (it being known that these are not readily available from Mauritania). During subsequent visits and as the documentation and equipment are received by CNROP, the consultant will continue to provide necessary training and technical assistance to library staff as well as developing further information services (such as acquisition lists). Technical and advisory assistance will also be provided for the publication of CNROP research results and for establishing an information exchange network.

Computeratic 1



Funds are budgetted for consultancy fees, airfares, travel living expenses, basic library equipment and for acquisitions. An IBM microcomputer and printer will be purchased for the library for word-processing (required for acquisition lists, bibliographies, and other library correspondence and products) and to enable the eventual production of an on-line catalogue using the CDS/ISIS software offered free-of-charge by Unesco. Funds have been provided for further training of library staff; details of the specific training required will be determined by the consultant as part of this project.

Project Implementation:

The project will be implemented by a Canadian librarian, specialized in marine information, in collaboration with the CNROP Committee on Documentation and Information Services.

Project Appraisal/Constraints:

1. This project provides informational support for the research being undertaken in Mauritania to develop a fisheries management plan as well as for the development of Mauritanian human resource capacities in the collection and distribution of marine related information.
2. The formulation of this project as a series of consultancy missions rather than as a long-term attachment seeks to avoid a problem common in Africa whereby an expatriate consultant ends up doing all the work in a project, leaving no human resource capacity behind to continue the work once the project is completed. In this case, each consultancy mission will have a fixed agenda over a brief time period so that the Recipient will have to derive the maximum benefit from each visit in order to carry on the project work between consultancies. Furthermore, practical problem-areas can be identified in the intervals between follow-up visits for the consultant to solve on his next visit.
3. A further advantage to this type of project formulation will be the development of a sense of commitment and partnership by the consultant and his/her institution to the development of documentation and information services at CNROP. The CNROP has requested ICOD for assistance in the development of a "twinning" relationship with an appropriate Canadian institution; it is intended that this project should also serve as one of the means by which ICOD can encourage and identify a potential "twinning" partner for the CNROP.



4. This project bears no commitment for ICOD beyond the 18 months envisaged.
5. A lack of continued commitment and ability to continue providing information services on the Recipient's part after project completion would be a potential constraint to the success of this project. However, a long-term commitment to continue providing marine information services in Mauritania has been demonstrated by:
 - (i) The strengthening of marine information and documentation services at CNROP is considered as a priority in CNROP's 1988-1992 Development Plan and by the Secretary-General of the Mauritania Ministry of Fisheries and Maritime Economy;
 - (ii) CNROP has committed itself to adding another documentalist to its library staff;
 - (iii) CNROP has dedicated funds for the purchase of books, serials and reference works for the library;
 - (iv) CNROP has dedicated funds for the renovation of additional space for its information and documentation services; and
 - (v) CNROP established a Committee for Information and Documentation Services over one year ago to ensure the quality of services to users. This Committee includes the Director, researchers and the head librarian.

Relationship to Other Projects:

1. This project is related to other projects in preparation which support the development of fisheries management in Mauritania such as a training program for observers as part of a monitoring, control and surveillance program, a training/technical assistance workshop in statistics and computers, the development of a "twinning" partnership for the CNROP with a Canadian institution.



2. In terms of marine information in Mauritania, a short-term attachment with marine science libraries in Canada for the CNROP documentalist is being prepared as a separate project. Support for the development of document reproduction, publishing and extension services as part of the library's responsibilities formed part of CNROP's original request to ICOD. Because this project represents our first initiative in Mauritania and because we consider that a step-by-step development of services and human resource capacities will be the most successful route, this project focusses on basic documentation and information services only. However, once the current project is well under way, a feasibility study for the development of document reproduction, publication and extension services for CNROP may be considered.
3. This project is related to project #860060 -- Stock Assessment Course (CECAF) -- in that it will provide direct information support for the stock assessment work of the three CNROP researchers who benefited from this training.
4. This project is similar to project #860037 -- Marine Information System (Sri Lanka) -- in that both projects focus on the development of national capacities for the collection and dissemination of marine information as a first step in the eventual development of regional marine information linkages.

Financial Information:

1) Projected ICOD disbursements by Fiscal Year:

FY 1988/89 - \$57,500
FY 1989/90 - \$60,200
FY 1990/91 - \$20,900

2) ICOD Budget Components (see detailed estimates attached as Annex A):

Consulting Fees	\$ 29,700
Airfares	20,000
Travel Living Allowance	20,000
Library Equipment	8,000
Acquisitions	10,000
Microcomputer	8,000
Training	22,000
Sub-total	\$117,700
Contingency	12,000
Total	\$129,700
Evaluation	8,900
TOTAL ICOD CONTRIBUTION	\$138,600

3) Recipient Budget Components (in-kind):

Salary of library staff (2 documentalists, 1 library assistant)	\$30,000
Acquisitions	\$ 2,000
Costs of reproduction of library outputs, such as acquisition lists, publication of research results, etc.	\$ 2,000
Administrative, communication, postage costs, etc.	\$ 1,500
TOTAL CNROP CONTRIBUTION EQUIVALENT	\$35,500

Recommendation:

It is recommended that final approval be given to project #880198 -- Mauritania Documentation and Information Services Assistance (CNROP) -- to a maximum ICOD contribution of \$138,600 Canadian.

Detailed Budget

Consulting Fees

\$300/day x 5 weeks = 30 days	\$ 9,000
\$300/day x 3 weeks x 3 trips = 54 days	16,200
\$300/day x 15 days for in-Canada project-related work	4,500

Airfares

(Rimouski/Mauritania/Halifax/ Rimouski) x 4 trips	20,000
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Travel Living Allowances

in Mauritania (\$200/day x 98 days)	19,600
in Halifax (\$100/day x 4)	400

Library Equipment

(shelving, cabinets, cataloguing equipment, library supplies)	8,000
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Acquisitions

(serials, reference works, texts, etc.)	10,000
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Microcomputer

(IBM with 20 mB hard disk, printer, software, maintenance contract, supplies)	8,000
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Training

(to be determined by consultant during project)	22,000
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SUBTOTAL	\$117,700
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Evaluation

- Consulting fees (\$300/day x 10 days)	3,000
- Travel Living Allowance (\$200/day x 7 days)	1,400
- Airfares (Canada/Mauritania/Canada)	4,500

SUBTOTAL	\$ 8,900
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International Centre for Ocean Development
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CONFIDENTIAL

BD88/D11
Project #870174
May 16, 1988

PROJECT SUMMARY
(Presidential Approval)

Project Title: Seychelles Fish Poster

Division: Information

Recipients: Department of Planning and External Relations, Seychelles

Commencement: August, 1988

Duration: 6 months

Project Components: Production of wall posters of 50-70 of the most commonly utilized and commercially important fish species in the Seychelles.

Financial Summary: ICOD Contribution: \$47,000
Recipient Contribution (in kind): \$3,650
Budget Total: \$50,650

Conditions of Approval or Comments

Record of Approval



Summary:

Background:

The Seychelles has a wide variety of fish species ranging from large migratory species to colorful reef-associated fish. About 4,000 tonnes of fish are landed annually by the artisanal fishery. Fishing is a very important activity, providing employment to around 1,000 fishermen (in a country of only 65,000) and a source of valuable protein. The Seychelles is one of the countries with the highest per capita consumption of fish. Fish is the most important direct export item, replacing copra and cinnamon; it also contributes indirectly to the influx of foreign exchange through the tourism industry.

The fishery has grown in importance in recent years: there is a need for a greater awareness of the importance of the fishery and a better knowledge of exploited species amongst the general public. The government is also trying to ensure that better statistics are obtained through correct identification of species landed. A program to sensitize schools and the public to the importance of the fishery is being planned. As part of this program, the Government of Seychelles has requested assistance from ICOD to produce 5,000 wall posters of their most commonly utilized and commercially important fish species.

Project Objectives:

The objective of this project is to produce a 70 x 100 cm wall poster, illustrating 50-60 of the most commonly utilized and important commercial fish species in Seychelles waters. Each species will be identified with its Latin and common names (in Creole, English and/or French as appropriate). The posters will be used as part of a national program to improve the general knowledge and awareness of the importance of the fishery.

Project Beneficiaries:

The beneficiaries of the project will be fishermen and others associated with the fishing industry, school children and the general public. The tourism industry will ultimately benefit as well.



Project Description:

The project will provide a Canadian ichthyologist experienced with Indian Ocean fish species to liaise with personnel of the Government of Seychelles in assembling the required information and photographs and to coordinate the production of the posters in Canada.

Why in Canada?

Several of the commercially important species are known to be difficult to identify correctly. Should there be no qualified taxonomist in Seychelles to ensure the correct identification of the species, the consultant will visit the Seychelles.

High quality colour slides or negatives of the appropriate species will be required to produce the posters. While it is expected that some of these will be available from within the Seychelles, additional sources for these photographs have been identified within Canada and elsewhere. Funds have been budgeted to cover the costs of acquiring the rights to use any additional photographs which may be required from these sources.

Divided

There is no capacity to produce and print the posters within the Seychelles. Therefore funding has been provided for the design and printing of the posters in Canada, for overseas courier, air freight and other communication costs that will be associated with the production of the posters.

Project Implementation:

The project will be implemented by a Canadian expert on Indian Ocean fish species in collaboration with fisheries personnel of the Government of Seychelles. Design and printing of the posters will be undertaken in Canada. Dr. John Randall, currently consulting for ICOD on species identification sheets in the Maldives, is a likely source for photographs which may be required in addition to those already available in the region and from the Royal Ontario Museum.

Project Appraisal/Constraints:

- a) These posters will be used to improve the general knowledge and awareness of the importance of the fishery in the Seychelles. Posters such as these have proven to be valuable educational and promotional materials in Canada and other countries.



- b) A constraint to the eventual success of this project is that, in order to be used successfully as educational materials, the posters should be displayed in all schools, classrooms, public meeting places, as well as in all fishery-industry related areas such as, ports, markets, fishing villages, etc. Since it has already been determined that the production and use of these posters will form part of a national program to promote the awareness of the importance of the fishery in Seychelles, there is a minimal risk that the use of the posters will not be successful.

Project Evaluation:

Evaluation of how posters are being used can be conducted during follow-up visits by ICOD staff and consultants to Seychelles.

Relationship to Other Projects (ICOD and other donors)

1. This project is related to Project #860051 - Economically Important Reef Fish (Maldives) in that some of the photography produced in the Maldives project may be used for the production of the Seychelles posters.
2. This project is related to Project #870179 (submitted to June 1988 Board) - Environmental Education Kit on Coastal Zone Protection in that similar approaches are used, that is, both are for the production of public education materials.
3. The Commission de l'Océan Indien (COI) is apparently preparing a proposal for the production of regional fish posters. It is related to the Seychelles fish poster project in that the information and photographs gathered in the ICOD project can provide initial input to the COI regional project.
4. ICOD has determined that, because of the compatibility in the commercially important fish species among Seychelles, Comoros and Mauritius (70-80%), it could be very economical to produce similar posters for Comoros and Mauritius at the same time as the one for the Seychelles. An additional proposal for the production of posters for Comoros and Mauritius may be submitted as a result of the ICOD mission visiting the region in May.

Financial Information:

- 1) Projected ICOD disbursements by Fiscal Year:
FY88/89 \$47,000

- 2) ICOD Budget Components (see also Annex A):

Consulting Fees	\$ 8,750
Airfares	5,000
Travel Living Allowances	1,200
Communications	6,500
Additional Photography	3,000
Publication	18,000
Subtotal	\$42,450
Contingency	\$ 4,550
Total ICOD Contribution	\$47,000

- 3) Recipient Budget Components:

(in-kind contribution)	(equivalent in dollars Cdn)
SFA personnel time	\$ 2,500
Local transport	250
Telex, telephone, postage	200
Poster distribution	200
Support services and office space	500
Total Recipient Contribution	\$ 3,650

Recommendation:

It is recommended that final approval be given to project #870174 -- Seychelles Fish Poster -- to a maximum ICOD contribution of \$47,000 Canadian.



Annex A

Consulting fees (\$350/day X 25 days)	\$ 8,750
Airfares (Toronto/Halifax/Toronto)	400
(Toronto/Seychelles/Toronto)	4,600
Travel Living Allowances (in Halifax - 2 days x \$100/day)	200
(to and from airports)	100
(Seychelles - 6 days x \$150/day)	900
Communications - telephone, telex, domestic and overseas couriers	2,000
- air freight of 5,000 posters to Seychelles (\$7.72/kg x 575 kg plus \$30 export documents)	4,500
Additional Photography - cost of acquiring rights to use photographs from external sources	1,500
- film, processing, etc. for additional photography, if required	1,500
Publication (includes design, filming, printing of the 5,000 posters)	<u>18,000</u>
TOTAL	<u>42,450</u>



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BD88/D37
Project #870137
May 25, 1988

PROJECT SUMMARY
(Approval in Principle)

Title: Strengthening Technical Information Services
in Marine Geology and Non Living Resources
for the South Pacific Region

Division: Information

Recipient/
Implementing
Agency: Committee for the Coordination of Joint
Prospecting in South Pacific Offshore Areas
(CCOP/SOPAC), Suva.

Duration: Three years. Start August 1988.

Project Components: Regional bibliographic database in non living
resources; one scholarship for library
training; Canadian advisor for 3 years; short
term attachments for publications officer;
acquisition of desk top publishing system.

<u>Financial:</u>	ICOD contribution:	\$326,700
	Recipient contribution:	\$310,500
	Project total:	\$637,200

Conditions of Approval or Comments

Record of Approval



Summary:

Background:

Marine geologists need information on studies that have been done in the South Pacific and elsewhere, in order to plan their own work effectively. In the South Pacific a major problem exists in that there are few people trained in library work or publishing therefore libraries are generally disorganized with material being uncatalogued or generally inaccessible and many studies are not published or disseminated effectively. The results are often replication of work already done, loss of information on work done and general lack of access to information on which to base informed decisions.

Therefore the major goal of this project is to ensure
(a) that work gets published and distributed effectively,
(b) development of effective library collections and
(c) delivery of information services to geologist users, to decision makers in government departments and to ocean industry users.

The services and outputs proposed will serve the needs of the 10 island member countries and the Committee's Technical Secretariat (Techsec), which has more than doubled in size in the last 12 months to 15 professionals and 6 technicians. This system consists of Data Management and Technical Information Services activities.

1. Data Management. This part is fully operational, mostly funded by France. In Data Management Techsec is specialising in storage and retrieval of marine geology and geophysical data from the region, data processing, and software development. So far Techsec has been primarily involved with recording ships' tracks and navigational information, and geophysical data storage. At present, there is a Data Manager and two Programmers employed full-time at Techsec. These are French expatriates.
2. Technical Information Services. Technical Information Services provided by Techsec consist of Publications and Library. Staff currently consists of a Technical Editor, a New Zealand expatriate and a Documentalist, a Fijian. The Documentalist currently occupies about two thirds of her time on publishing activities and the other one third on library duties neither of which is adequate to cope with the demand, resulting in considerable backlog of publications and a "library" that has virtually ceased to function.



a. Publications: All reports produced by Techsec staff, consultants, and island nationals need to be edited, published, and distributed by the Publications Service at Techsec. However, only a small percentage of items are currently published. Publications include a Bulletin series, an occasional publication (South Pacific Marine Geological Notes), and an Annual Proceedings. Reports include preliminary and final reports on tasks completed by Techsec, training reports, and others. Average production is 35 documents per year. Three hundred copies of each CCOP/SOPAC publication are distributed world wide in exchange for other publications and about 100 copies of each report are distributed mainly within the Pacific region. The mailing lists include Member Countries, donors, industry, other regional and international agencies, and individual technical experts.

b. Library: The library is not catalogued and as a result of steady growth in recent years, mainly from donated and exchange material, it is becoming increasingly difficult to use.

There is no comprehensive collection of books or serial publications on marine geology and nonliving resources, coastal and nearshore engineering geology, and related topics in the region outside New Zealand and Australia. CIDA funding for library resources will be spent on books and subscriptions to serials relevant to the CCOP/SOPAC Work Program, and on shelving, to establish an up-to-date working collection, primarily for Techsec and CCOP/SOPAC island nationals to use. Such a resource, based in Fiji, will supplement the University of the South Pacific (USP) collection on Earth Sciences and be available for the region to use through CCOP/SOPAC contacts and the normal library interloan system.

The CCOP/SOPAC requested Techsec to set up and maintain a Bibliographic database for references on marine geology and nonliving resources in the South Pacific, and other related topics. To establish a Regional Bibliographic database it will be necessary to expand computer facilities at Techsec. Extra hard disc memory (71 MB) for the MICROVAX will provide the space required.



Already, a minicomputer-based information system called ISIS has been installed on IBM PC and MICROVAX. All Member States will soon receive an IBM-PC compatible with accessory equipment which they will use to access the database and perform related tasks after appropriate training.

PROJECT DESCRIPTION:

The overall goal of this project is to provide an effective publication service, a well organized library, and information services that are not presently available in the region but are needed to improve the effectiveness of geological researchers, and other users of geological information and to support the ongoing program of CCOP/SOPAC's Technical Secretariat.

Specific project objectives are:

1. to acquire an inhouse desktop publishing system and train an island national in its use;
2. to establish a fully operational specialist library at Techsec by building on the existing small collection;
3. to set up a bibliographic database for references on marine geology, marine nonliving resources, coastal and nearshore engineering geology, and other related topics relevant to the CCOP/SOPAC Work Program;
4. to train an island national to operate and manage both Library and database.
5. to have the Technical Information Services division fully functioning as the nonliving resources partner of PIMRIS.

Expected project outputs and results are:

1. Publications: With desktop publishing Techsec will be able to produce professional quality reports inhouse, double the production of reports thereby coping with demand, produce them at reduced cost, speed up report production and eliminate the backlog. Consequently results of work done at Techsec will get to the user community in a more timely fashion and in a more readable format.



2. Library: A Canadian librarian will transform the current disorganized collection into a practical, working library and set up a network with other libraries in the region and abroad. A fully trained island national will take over from the Canadian librarian at project end and will be responsible for providing information services to Techsec staff and to users in member states.
3. Training: Training is an essential part of this proposal to ensure that the elements of the system established will be maintained and used after they have been set up.
 - a. Publications: The Documentalist will require practical training in desktop publishing, using the same hardware and software to be used at Techsec. Training for the Documentalist includes: a) an initial course lasting about 1 month; b) an advanced course in inhouse publishing about 12 months after the initial course; c) attendance at an international workshop and short term attachments to other institutions where marine technical documents are prepared and published by desk top publishing.
 - b. Library: During initial stages of the reorganization and cataloguing of the library, and setting up the Bibliographic database, the trainee Librarian will assist the Canadian Librarian and receive preliminary experience in the fundamentals of running a library. Later the trainee will attend an appropriate institution for a Masters in Library and Information Science on an ICOD Scholarship. On return to Techsec the newly trained librarian will receive a further few months "hands on" training from the Canadian librarian prior to her/his departure.

Project Beneficiaries:

The major benefit of this project will accrue to the economies of Pacific Island countries. Geologists in relevant Ministries, members of ocean industry, university staff and decision makers in Governments will have access to reliable and timely information on non living resources therefore decisions to exploit these resources will be based on sounder knowledge. Additional benefits will accrue to CCOP/SOPAC's Techsec staff who will be able to be better informed prior to starting projects and will be able to disseminate their results more easily.



Project Management:

The project will be managed by personnel of CCOP/SOPAC's Technical Secretariat who will carry out priorities set by the annual meeting of CCOP/SOPAC member states.

Project Evaluation:

Evaluation will be in three stages:

1. Prior to project start up there will be an on site inventory of personnel capabilities, quality and efficiency of production of publications, status of the library collection and services provided to CCOP/SOPAC member states.
2. Regular monitoring will be undertaken and the work plan adjusted as required.
3. A midterm evaluation by an independent consultant of milestones achieved and potential for achievement of final goals.
4. A post project evaluation of project outputs and provision of service to clients will be performed by an independent consultant.

Project Appraisal/Constraints:

- a) The project responds to an expressed regional need with backing from member governments.
- b) The payoffs to the region are timely publication and wide dissemination of all CCOP/SOPAC executed or funded projects and access to all information in the region or about the region so as to prevent costly duplication of effort.
- c) The project further strengthens ICOD support to non fisheries related activities in the region.
- d) There will be a need for future training so that member states can fully utilize the regional database and contribute items to it.
- e) Full integration into the PIMRIS framework will depend on close team work between the Pacific Information Centre at USP and CCOP/SOPAC.
- f) The project contributes to human resources development in the region by training two island nationals who will help manage part of Techsec operations now dominated by expatriates.



Relationship to Other Projects (ICOD and Other Donors):

- a) This project forms the non-living resources component of the USP, FFA, SPC, CCOP/SOPAC Pacific Islands Marine Resources Information System (PIMRIS) network of marine information centres. The USP and FFA components have also been submitted to ICOD. The SPC component is being funded by France. Australia is also the major donor for the USP Library and library automation system.
- b) This project will provide information support to ICOD ongoing project #860041 Regional Marine Geology Programme (CCOP/SOPAC).
- c) It also complements other proposals given by CCOP/SOPAC to the ICOD/CIDA team to strengthen technical capabilities at CCOP/SOPAC including the purchasing of a core collection for the library at a cost of \$88,000.
- d) France is the major donor for the Data Management part of Techsec's Information and Data Management program.
- e) New Zealand funds the editor's position.

Financial Information:

1) Projected ICOD disbursements:

FY1988/89	\$ 62,700
FY1989/90	106,400
FY1990/91	97,900
FY1991/92	<u>59,700</u>
	\$326,700

2) ICOD Budget components (Details in Annex A):

A.	<u>Publishing</u>	
	Desktop publishing system	\$ 25,000
B.	<u>Library</u>	
	Canadian librarian (3 years)	\$162,000
	Trainee librarian - salary (1 yr)	<u>12,000</u>
	Expanded computer memory	6,000
C.	<u>Training of Techsec support staff</u>	
	Documentalist	\$ 18,000
	Librarian (2 yr)	40,000
D.	<u>Miscellaneous Program Support</u>	\$ 26,000
	SUB TOTAL	\$289,000
	Contingency	\$ 28,954
	Evaluation	<u>8,746</u>
	TOTAL ICOD CONTRIBUTION	<u>\$326,700</u>



3) Recipient Budget Contribution

	<u>Annual Costs</u>
<u>Counterpart Salaries</u> - Technical Editor and Documentalist	\$ 82,000
<u>Travel</u>	9,000
<u>Publication Costs</u>	<u>12,500</u>
	Cost/yr \$103,500
Total Recipient Contribution (3 years)	<u>\$310,500</u>

Recommendation:

It is recommended that approval in principle be given to Project #870137 -- Strengthening Technical Information Services in Marine Geology and Non Living Resources for the South Pacific Region -- with an estimated ICOD contribution of \$326,700 Canadian.

*fee high.
Cooperation with French?*



ANNEX A

DETAILED ICOD CONTRIBUTION

	FY 1	FY 2	FY 3	FY 4
<u>PUBLICATIONS</u>				
	\$	\$	\$	\$
Desktop publishing system	25,000	-	-	-
<u>LIBRARY</u>				
Canadian librarian ¹ .	13,500 ² .	54,000	54,000	40,500 ² .
Trainee librarian (salary)	2,000 ³ .	5,000 ³ .	-	5,000 ³ .
Expanded computer memory for database (71MB Hard Disc)	6,000			
<u>TRAINING</u>				
Trainee librarian ⁴ .		20,000	20,000	
Documentalist ⁵ .				
A. 1 month course in desk top publishing	5,500	-	-	-
B. Advanced publishing course (1 month)	-	5,500	-	-
C. Short term attachment	-	-	7,000	-
<u>MISC. PROGRAM SUPPORT⁶.</u>	<u>5,000</u>	<u>8,500</u>	<u>8,000</u>	<u>4,500</u>
 SUBTOTAL	 \$ 57,000	 \$ 93,000	 \$ 89,000	 \$ 50,000
CONTINGENCY	5,700	9,320	8,900	5,034
EVALUATION	-	4,080	-	4,666
 TOTAL/FY	 \$ 62,700	 \$106,400	 \$ 97,900	 \$ 59,700

* Evaluation costs split between USP, FFA and CCOP/SOPAC
(See Annex B)

1. Includes relocation expenses, salary and benefits.
2. 4 mo and 8 mo expenses for FY1 and FY4.
3. 2 mo, 5 mo and 5 mo salary costs.
4. 2 yr scholarship.
5. Training to take place in SE Asia or in Australia/New Zealand to reduce costs. Includes travel, course costs and living expenses.
6. Details on this line item to be finalized.



ANNEX B

Evaluation Details:

1. Mid term evaluation

Consultant from Canada

4 days at CCOP/SOPAC

4 days at FFA

4 days at USP

3 days travel

Includes interviewing
assessment, and
reporting to ICOD.

fees	15 days @ \$300/day	\$ 4 500
per diem	15 days @ \$150/day	2 750
Air fares		<u>5 000</u>

Subtotal \$12 250

2. End of project evaluation

Consultant from Canada

As above with 5 extra days for final evaluations and report writing.

fees	20 days @ \$300/day	\$ 6 000
per diem	20 days @ \$150/day	3 000
Air fares		<u>5 000</u>

Subtotal \$14 000

TOTAL EVALUATION COSTS \$26,250*

*These to be split equally between CCOP/SOPAC, USP
and FFA.



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BD88/D03
Project #880188
May 16, 1988

PROJECT SUMMARY

(Approval)

Project Title: Fisheries Extension Training Courses;
Pacific Island Countries

Division: Training

Recipient/
Implementing Agency: Pacific Island Countries
South Pacific Commission

Duration: Commencement; on approval
Duration; 1 year

Project Components: Six national/sub-regional courses
One Australian consultant

Financial:

ICOD Contribution: \$ 115,000

Recipient Contribution: 15,000 (in-kind)

Project total: \$ 130,000

(This portion for details of approval)

Conditions of Approval or Comments

Record of Approval



Summary:

Background:

In response to a recommendation made at the 1984 Regional Technical Meeting on Fisheries, the South Pacific Commission (SPC) established the Regional Fisheries Training Program. The Program, which was fully operational by September 1985, is intended to assist Pacific Island countries with general training problems, to identify training needs, and to design appropriate courses where these do not exist.

A survey of Pacific Island fisheries departments indicated that training in extension skills and communication techniques was a high priority. Though technically competent, extension officers were considered limited in their ability to establish meaningful communication with the fishing community or to express the concerns of that community to senior fisheries department officials.

As no appropriate course existed, SPC designed a two part fisheries extension training program. The program consists of a Stage I course conducted at the regional level to train national instructors and Stage II courses to be conducted at the national level to train fisheries department personnel. During the Stage I course, each participant received instruction in extension training techniques, participated in the preparation of a training manual and prepared, with the assistance of a designated tutor, the Stage II course.

Under ICOD funding, SPC conducted the four-week, Stage I course (#870111). The course was held in Suva, Fiji, April 11th through May 6th, 1988. Twenty-one Pacific Island participants attended the course representing nine countries and two dependent territories.

Funding for a series of Stage II, in-country courses is currently being sought by SPC on behalf of Pacific Island countries.



Project Description:

- A) **Project objective;** The objective of this project is to assist Pacific Island countries to develop their marine resources through the provision of specialized training for fisheries department personnel so as to enhance the effectiveness of extension services.
- B) **Project components;** Under the general direction of the SPC, it is anticipated that eight Stage II courses will be organized throughout the region. Approximately twelve participants will attend each course which will be planned and conducted by the national instructor and the designated Stage I tutor. Stage II courses will be two weeks in duration.

ICOD funding will support six Stage II courses. Two courses will be funded by other donors. Owing to the size of its fisheries department and diverse location of district offices, Papua New Guinea will require two courses. Other courses will be conducted in the Solomon Islands, Vanuatu and the Federated States of Micronesia (FSM) including Marshall Islands. The smaller countries will combine for the Stage II courses (i.e. Cook Islands, Kiribati and Tuvalu).

Though the requirements for each country vary, ICOD funding will generally cover participant, tutor (Australian Department of Primary Industries), facility and incidental costs as well as direct expenses incurred by SPC for project administration. Variations in course budgets are primarily a function of travel costs. Recipient contributions, either in-kind or direct, will also vary from country to country. Recipient contributions generally cover salary of local tutor and participants, coordination (photocopies, secretarial services, communication), low cost accommodation and meeting rooms, if available.

- C) **Project beneficiaries;** The direct beneficiaries of the project are Pacific Island fisheries departments and the fishing communities which benefit from extension services.



- D) **Project management;** The project will be managed by the South Pacific Commission in cooperation with ICOD and national fisheries departments.

Project Appraisal/Constraints:

- a) The project supports a fisheries extension training program designed in the Pacific region to meet national needs.
- b) The project permits the immediate transfer of knowledge and skills from the regional to the national level. Should the implementation of in-country courses be unduly delayed, the effectiveness of training could be reduced.
- c) The project permits a broad impact in the region on essentially a bilateral basis which will have effect at the community level.

Relationship to Other Projects (ICOD and Other Donors):

- a) ICOD funded two Pacific Island fisheries department personnel for participation in the pilot Fisheries Extension Skills course undertaken by SPC in the design phase of the program (Project # 860026). As noted, ICOD funded the regional level training course (#870111).
- b) SPC indicates that UNDP has made a firm commitment to fund the Fiji Stage II course.



Project # 880188

Page 5

Financial Information

1. Projected Disbursements

FY 1988-89 \$115,000

2. ICOD Budget Components

Course Costs

Solomon Islands	\$ 7,000
FSM/Marshall Islands	\$ 19,000
Kiribati/Tuvalu/Cook Islands	\$ 19,000
Vanuatu	\$ 12,000
Papua New Guinea (Course A)	\$ 20,000
Papua New Guinea (Course B)	\$ 18,000

SPC Costs

Communications	\$ 1,500
Administrative	\$ 1,000
(part-time secretary, copying, miscellaneous)	
Travel and Accommodation	\$ 6,000
(Training Officer)	

SUB TOTAL \$103,500

CONTINGENCY \$ 11,500

TOTAL ICOD CONTRIBUTION \$115,000

3. Recipient Contribution - estimated at \$15,000 for items such as:

Accommodation
Meeting rooms
Salary of local tutor
Local transportation
Coordination

Recommendation:

It is recommended that final approval be given to project #880188 -- Fisheries Extension Training Courses; Pacific Island Countries -- to a maximum ICOD contribution of \$115,000 Canadian.



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BD88/D05
Project #870160
May 16, 1988

PROJECT SUMMARY

(Approval)

Project Title: Training at the University of the South Pacific; Republic of Palau.

Division: Training

Recipient/ Marine Resources Division; Republic of Palau

Implementing Agency: ICOD

Duration: Commencement; February, 1989
Duration: 3 years

Project Components: Provision of 4 scholarships

Financial:

ICOD Contribution:	\$120,000
Recipient Contribution:	<u>\$ 60,663</u>
Project total:	\$180,663

(This portion for details of approval)

Conditions of Approval or Comments

Record of Approval

Summary:Background:

The limited land mass of the Republic of Palau has brought about a heavy dependence of its people on marine resources. It is estimated that between 400 to 500 people (over a total population of 15,000) are actively engaged in subsistence fishing only. Fisheries are also important economic activities, relative to the size of the country: in 1984, the total catch was valued at about US\$ 453, 000 and the fishing licences to foreigners provided US\$ 224, 000. Over time, Palauans have amassed a wealth of knowledge, based on traditional experience. Traditional knowledge, however, falls short in the formulation of modern fisheries management regimes and does not adequately explain the biological processes which give rise to resource depletion resulting from new trends of exploitation. Thus, there is a need for the formal training of both fisheries officers and fishermen.

The Forum Fisheries Agency (FFA) has recently undertaken a review of the Palau Government's fisheries program. The resulting FFA report notes that none of the eleven staff members of the Marine Resources Division has any formal fisheries training. In order to address this deficiency, a human resource development and training program has been designed to ensure that the Division will have the technical capacity to develop and manage Palau's marine resources.

The three-year program targets specific types of training to take place in the South Pacific region, the United Kingdom, the United States and Canada. This project concerns support for training in the South Pacific region; the Canadian training component requires further discussion and may be the subject of a further submission.

Project Description:

- A) Project Objective; The objective of this project is to assist the Government of Palau to develop and manage its marine resources by increasing the technical capacity of its Marine Resources Division through the provision of specialized fisheries training.



- B) Project Components; The Marine Resources Division will select suitable candidates to pursue the three-year Tropical Fisheries Diploma program offered by the University of the South Pacific. Four Palauans will enroll in the February, 1989 class (i.e. two staff members and two new recruits). During the period between academic years, the Division will arrange on-the-job attachments for the students.

ICOD will provide four scholarships to cover the three-year period of study. Scholarships will include academic, living and travel expenses. The Marine Resources Division will continue to pay staff salaries during the period of study and stipends to the new recruits for on-the-job attachment periods.

- C) Project Beneficiaries; The direct beneficiaries of the project include the Marine Resources Division and the four students who will study at the University of the South Pacific.
- D) Project Management; The project will be managed by ICOD in cooperation with the Marine Resources Division and the University of the South Pacific.

Project Appraisal/Constraints:

APPRAISAL

- a) Contributes to the development of fisheries expertise in a country with limited human and financial resources which is heavily dependent on marine resources.
- b) Supports the utilization of a regional academic institution.
- c) Promotes the integration of a Former American Trust Territory with the South Pacific regional community.

CONSTRAINTS

- a) Experience suggests that some Micronesian students find it difficult to adjust to the cultural environment at the University of the South Pacific.



Relationship to Other ICOD Projects (ICOD and Other Donors):

- a) A general increase in the country's fisheries expertise complements ICOD's support for training at the Micronesian Mariculture Demonstration Center, which is a Palau Government facility (#870128).
- b) ICOD currently provides funding support for six students from the Federated States of Micronesia who are enrolled in the Tropical Fisheries Diploma program (Project #860062).
- c) Other donor agencies will be requested to assist Palau by funding other components of the four-year training plan.

Financial Information:

1) Projected ICOD Disbursements

FY 1988-89	\$33,000
FY 1989-90	\$40,000
FY 1990-91	\$40,000
FY 1991-92	\$ 7,000

2) ICOD Budget Components (see detailed estimates attached as Annex A).

Academic Expenses	\$ 51,755
Residence Fees and Allowances	\$ 29,865
Travel Expenses (Palau/Fiji)	<u>\$ 26,400</u>
Subtotal	\$108,020
Contingency	<u>\$ 11,980</u>
TOTAL ICOD CONTRIBUTION:	<u><u>\$120,000</u></u>

3) Recipient Budget Components

a) Staff Salaries (USD \$7,280 x 2 x 3yrs)	\$ 53,726
b) New Recruits: Stipends (USD \$1,410 x 2 x 2yrs)	<u>\$ 6,937</u>

RECIPIENT CONTRIBUTION: * \$ 60,663

Recommendation:

It is recommended that final approval be given to project #870160 --Training at the University of the South Pacific; Republic of Palau -- to a maximum ICOD contribution of \$120,000 Canadian.

* \$1.23 Cdn = \$1.00 US



Project # 870160

Annex A

Four, Three-Year Scholarships

A. Academic Expenses

Tuition Fees	\$ 48,365
(\$4030.42 x 4 x 3)	

Student Association Fees	\$ 260
(\$21.64 x 4 x 3)	

Books	\$ 2,608
(\$217.33 x 4 x 3)	

Deposits	\$ 522
(\$43.50 x 4 x 3)	

B. Residence Fees & Maintenance Allowances

Fees (\$1619.17 x 4 x 3)	\$ 19,430
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Allowances (\$869.53 x 4 x 3)	\$ 10,435
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C. Travel Expenses

Return Airfares (Palau to Fiji)	\$ 26,400
(\$2200 x 4 x 3)	

Subtotal	\$108,020
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Contingency	\$ 11,980
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TOTAL ICOD CONTRIBUTION:	*\$120,000
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* \$1.00 Cdn = \$1.15 Fj



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BD88/D10
Project #880191
May 5, 1988

PROJECT SUMMARY

(Approval)

<u>Project Title:</u>	OECS Fishermen's Training Program.	
<u>Division:</u>	Training	
<u>Recipient:</u>	Eastern Caribbean Fishermen	
<u>Implementing Agencies:</u>	The OECS Fisheries Unit, the Nova Scotia Department of Fisheries, and the Caribbean Fisheries Training and Development Institute.	
<u>Duration:</u>	Three years.	
<u>Project Components:</u>	Fishermen's Training Program, Training of Trainers, Field workshops	
<u>Financial:</u>	ICOD Contribution:	\$271,000
	<u>Recipient Contribution:</u>	<u>\$ 10,300</u>
	Project total:	\$281,300

Conditions of Approval or Comments

Record of Approval



Summary:

Background:

Fishermen's training has been identified as a priority within the eastern Caribbean. Lack of knowledge of basic seamanship, survival methods and maintenance procedures in many communities has often resulted in fishermen being lost at sea. New methods and techniques of fishing introduced in larger communities often do not reach the smaller outlying communities due to lack of training, and as a result the standard of living has remained largely unchanged.

In recent years, efforts to train fishermen at facilities outside the region have resulted in a few well trained individuals who have increased their own fishing efforts and incomes, but little has been gained for the community at large. As a result, the OECS has identified the need to promote a regional capacity to train fishermen, with a particular emphasis on community level training.

Furthermore, efforts to attract investment into the fishing industry have been inhibited by the lack of sound business management procedures at the community level. It is felt that training, in such topics as record keeping, can reverse this trend and make investment more likely.

ICOD has provided support for two previous training programs in the Caribbean, focusing on Barbados, St. Lucia and Grenada. The first training program with Barbados resulted in follow-on activity which involved previously trained fishermen acting as demonstrators working under the supervision of expatriate instructors. This program has resulted in an annual in-country fishermen's training program undertaken jointly by the Barbados Fisheries Division and Coastguard.

Project Description:

1. Project Objective:

The objective of this project is to develop a regional capacity to train fishermen within the OECS. The focus of this training will be to improve safety levels within the industry, facilitate technology transfer, and improve business management.



Specifically the project will consist of two components:

- i) Specialized training for a core of fishermen within the OECS region; and
- ii) Community level training workshops in order to provide training to the widest possible audience.

2. Project Components:

A. Fisheries Training:

Following a format established by the Nova Scotia Department of Fisheries, 16 fishermen from the Windward Islands will attend a 5 week training course at the Pictou Fisheries School in Year 1. Another 16 fishermen will attend a similar course at the Caribbean Fisheries Training and Development Institute (CFTDI) in Trinidad in Year 2. The courses will consist of instruction in:

- a) Small boat safety and navigation
- b) Record keeping
- c) Outboard engine maintenance and repair
- d) Longlining
- e) Gillnet construction, repair and setting
- f) Fishing cooperatives (given in conjunction with the Coady Institute).

Students will be selected through meetings of representatives of the OECS, Pictou School of Fisheries and fishermen's associations and cooperatives in the OECS.

B. Specialized Training in Fisheries Instruction (Training of Trainers):

Participants in the Fisheries Training program will be evaluated by the OECS, Pictou School of Fisheries and participating associations and cooperatives. Up to six students will be selected from the class for participation in a specialized course in Fisheries Instruction which will be delivered simultaneously with the second Fisheries Training course at CFTDI (16 students) in year two of the project. This will enable participants in



the course in Fisheries Instruction to gain practical experience as course assistants and instructors.

A second course in Fisheries Instruction will be given at CFTDI for candidates from the second Fisheries Training course at a later date, thus building the core of local trainers within the OECS region.

C. In-Country Workshop:

Two follow-on training workshops for fishermen will be organized by the OECS Fisheries Unit in which graduates from the course on Fisheries Instruction will act as course assistants and instructors under the supervision of Canadian instructors. These workshops will be hosted by the various national Fisheries Divisions at suitable facilities (schools, fishing cooperative buildings, etc.) and will be periodically repeated by the OECS, as required by the national Fisheries Divisions or fishing cooperatives, using the fishermen-instructors.

3. Project Beneficiaries:

The fishermen of the OECS region will benefit in the short term from improved safety procedures and more efficient fishing methods. Long term benefits will be gained from improved management and record-keeping which will promote investment in the industry.

4. Project Management:

This project will be managed by the OECS Fisheries Unit in cooperation with the Pictou School of Fisheries and CFTDI.

Project Appraisal/Constraints:

Appraisal:

The project:

- a) Addresses the critical problem of lack of training in navigation and safety at sea available in fishing communities in the Eastern Caribbean.



- b) Promotes an indigenous capacity to train fishermen at the community level.
- c) Facilitates technology transfer and promotes better business management practices thus attracting investment into the fishing industry.
- d) Facilitates the development of inter-institutional linkages between CFTDI and the Pictou School of Fisheries and between CFTDI and the OECS Fisheries Unit.
- e) Draws upon an area of Canadian expertise.

Constraints:

- a) The project assists in improving the capabilities of the harvesting sector of Eastern Caribbean Fisheries, which, in the long-term without proper management may result in overfishing.

Relationship to Other Projects (ICOD and Other Donors):

The project:

- 1) Follows on from, and strengthens, fishermen's training programs previously undertaken by the Centre (860035, 860049).
- 2) Provides a core of well-trained experienced fishermen who will facilitate training activities undertaken by other donor agencies (i.e. CIDA's Canadian Training Awards Program (CTAP) and the ongoing fisheries training (VADA) program implemented by Nova Scotia Fisheries.
- 3) Utilizes the personnel and resources available at CFTDI in Trinidad, particularly instructors involved in the ICOD-funded institutional enhancement program (870121).
- 4) Facilitates proposed extension training programs in the Eastern Caribbean, particularly those to be undertaken by FAO through CFTDI.



- 5) By promoting the concepts of better business management for fishermen at the community level this project supports the proposed OECS Fisheries Marketing Strategy Project (880189) and the proposed project to develop a fishermen's credit scheme (proposal submitted by the OECS to the CIDA-funded Eastern Caribbean Economic Management Program).

Financial Information:

1) Fiscal Year Disbursement:	
FY 1988/89	\$ 90,000
FY 1989/90	108,000
FY 1990/91	73,000
2) ICOD Budget Components (Estimated):	
A) Fisheries Training (16 students per year)	
<u>Year 1</u> (Pictou School of Fisheries)	\$ 90,000
<u>Year 2</u> (CFTDI)	77,555
B) Fisheries Instruction Training (CFTDI) (6 students per year for 2 years)	55,570
C) In-country workshop	<u>22,560</u>
SUBTOTAL ICOD BUDGET COMPONENTS	\$245,685
D) Contingency (10.3%)	<u>25,315</u>
TOTAL ICOD BUDGET COMPONENTS	\$271,000



3. Recipient Budget Components (in-kind):

1)	Student Selection (Travel and Accommodation)	\$ 1,000
2)	Clerical and Administrative Support	700
3)	Workshops	
	Local Travel	1,600
	Course Delivery Site	2,000
	Course Materials	<u>5,000</u>
	Total Recipient Contribution (in-kind)	\$10,300

Recommendation

It is recommended that final approval be given to Project #880191 -- OECS Fishermen's Training Program -- to a maximum ICOD contribution of \$271,000 Canadian.



ANNEX I

ICOD Components - Budgetary DetailsA) Fisheries Training
(16 students per year)Year 1 (Pictou School of Fisheries)

1) Airfares (1550 x 16)	\$ 24,800
2) Tuition (1500 x 16)	24,000
3) Meals and Accommodation (900 x 16)	14,400
4) Student Stipends (300 x 16)	4,800
5) Clothing, Books, Freight	3,400
6) Tools	1,800
7) Field Trips	2,400
8) Supplies	7,000
9) Van Rental	2,400
10) Student selection and evaluation (airfares, accommodation, communication)	5,000

Year 2 (CFDTI)

11) Airfares (450 x 16)	7,200
12) Tuition (750 x 16)	12,000
13) Meals & Accommodation (900 x 16)	14,400
14) Student Stipends (300 x 16)	4,800
15) Books, Freight	4,500
16) Tools	1,800
17) Field Trips	2,000
18) Supplies	6,000
19) Instructors' Fees (225 x 15) x 3	10,125
20) Instructors' Travel (1550 x 3)	4,650
21) Instructors' Accommodation and Living Expenses (160 x 21 days) x 3	<u>10,080</u>

Fisheries Training Total =

\$167,555



B) Fisheries Instruction Training (CFDTI)
(6 students per year for 2 years)

1) Airfares (450 x 6) x 2	\$ 5,400
2) Tuition (750 x 6) x 2	9,000
3) Meals and Accommodations (900 x 6) x 2	10,800
4) Student Stipends (300 x 6) x 2	3,600
5) Books, Freight (600) x 2	1,200
6) Supplies (2000) x 2	4,000
7) Student Selection	5,000
8) Instructors' Fees (225 x 15) x 2	6,750
9) Instructors' Travel (1550 x 2)	3,100
10) Instructors' Accommodation and Living Expenses (160 x 21) x 2	<u>6,720</u>

**Fisheries Instruction
Course Total =**

\$ 55,570

C) In-country workshops

1) Instructors' Fees (210 x 16) x 2	6,720
2) International Travel (Instructors) (1550 x 2) x 2	6,200
3) Accommodation, Living Expenses (130 x 14) x 2	3,640
4) Demonstrators' or Assistant Fees (1000 x 6)	<u>6,000</u>

Workshops Total =

\$ 22,560

SUBTOTAL ICOD BUDGET COMPONENTS

245,685

D) Contingency (10.3%)

25,315

TOTAL ICOD BUDGET COMPONENTS

\$271,000



International Centre for Ocean Development
Centre international d'exploitation des océans

CONFIDENTIAL

BD88/D13
Project #870133
May 16, 1988

PROJECT SUMMARY
(Approval)

Project Title: West Africa Offshore Non-Fuel Mineral Assessment and Management Course

Division: Training

Recipient: Up to 30 Senior Geologists and Planners from 18 West and Central African Coastal Countries

Implementing Agency: Ministry of Lands and Resources, Mineral Commission, Accra, Ghana

Participating Agencies: United Nations Office for Ocean Affairs and Law of the Sea, New York; Department of Energy, Mines and Resources, Ottawa

Duration: Two-week course to be held November 1989, in Accra, Ghana

Project Components: Regional training module developed, Bilingual course materials prepared, Course delivered with simultaneous translation, Field trips, Follow-up assessment.

Financial:

ICOD Contribution:	\$170,000 (in-cash)
United Nations Law of the Sea	\$ 12,800 (in-kind and in-cash)
Department of Energy, Mines and Resources,	\$ 12,000 (in-kind)
Ministry of Lands and Natural Resources, Ghana	\$ 31,000 (in-kind and in-cash)

(This portion for details of approval)

Conditions of Approval or Comments

Record of Approval

Summary:Background:

In March 1987, ICOD sponsored a two-week training program in offshore non-fuel mineral resource assessment and planning for senior geologists from eleven developing countries. Several West and Central African countries had nominated highly qualified candidates to participate in the ICOD course but, regrettably, only two could be accommodated.

A two-week follow-up regional training program entitled "Offshore Non-Fuel Mineral Resources Assessment, Planning and Management" is proposed for November 1989 to be coordinated by the ICOD-sponsored geologist from Ghana, with the assistance of an ICOD advisory group. A regional program for both francophone and anglophone coastal countries is considered the most practical and beneficial means of conducting this program.

In November 1987 the ICOD Board of Directors "approved in principle" this project. In response to the concerns raised by the Board at that time, ICOD's Director of Training met with the proponents in Accra in December 1987 and is satisfied that the Government of Ghana is committed to this project and will carry out its designated responsibilities.

Project Description:

The course is proposed for November 1989, at the Kwami Nkrumah Conference Centre in Accra, a facility providing simultaneous translation services in English and French. The course is designed to provide 30 senior geologists and planners from the 18 coastal states of the West and Central African region with an overview of non-fuel marine mineral resource development potential as well as the skills to:

- 1) undertake preliminary assessment of offshore non-fuel minerals for use in planning national research programs and designing approaches to resource development and management; and
- 2) undertake data collection, analysis and synthesis for the purpose of establishing national inventories.



Lecturers will be from West Africa, the United Nations Law of the Sea Secretariat, Canada's Department of Energy, Mines and Resources and the Institut national de la recherche scientifique-océanologie, Rimouski. The course coordinator will be a geologist from the Ghana Minerals Commission (sponsored by ICOD in March course).

Project Appraisal/Constraints:

1. This program should strengthen indigenous expertise in non-fuel marine mineral assessment and planning required to develop this increasingly important resource base.
2. In an effort to present a regional, bilingual program for West Africa, this course will be the first initiative to be organized and delivered by ICOD with simultaneous translation. Bilingual course materials will also be prepared and francophone and anglophone Canadian consultants will lecture in the program.
3. This project requires careful coordination due to the inherent logistical problems of offering a regional program in West Africa, and particularly in Ghana where the infrastructure is still relatively basic.

Relationship to Other Projects:

Further to the ICOD-sponsored initiative to train - trainers in non-fuel mineral resource assessment and planning held in Halifax in March 1987 (860028), the South-Pacific (860057) and Caribbean regions have also submitted proposals for follow-up, regional programs tailored to their specific needs and interests. The South Pacific course will be held in September 1988 in Fiji.

Financial Information:

1. Projected Disbursements

FY 1988-89	\$ 24,600
FY 1989-90	123,400
Contingency	22,000

2. ICOD Budget Components

Course Preparation

a. <u>Advisory Group Meeting</u> Canada, Sept. 1988 (travel and expenses Ghanaian Coordinator 3 Canadian advisors travel and expenses 3-day meeting)	\$ 6,800
b. <u>Research Assistant</u>	5,000
c. <u>Advisory Group/Meeting</u> , Jan. 1989 (travel and expenses Ghanaian Coordinator 3 Canadian advisors, 3-day meeting)	6,800
d. <u>Technical Advisor to Ghana</u> , March/June 1989	6,000
e. <u>Course Manual design and production</u> , printing (English and French Translation)	15,000
Course Preparation Sub-total	\$39,600

Course Delivery

f. Teaching Materials (film, overheads, slides, kits)	1,400
g. 30 Participants (Travel, Accommodation and Expenses 15 days)	72,000
h. 6 Invited Lecturers (4 from Canada, 2 from Region) (Travel, Accommodation and Expenses 15-21 days)	30,000
i. <u>Administration in Ghana</u>	<u>5,000</u>
Course Delivery Sub-total	\$108,400
Contingency	<u>22,000</u>
TOTAL	<u>\$170,000</u>

Ministry of Lands and Natural Resources, Accra, GhanaContribution:

-	Conference facilities	\$ 2,200
-	Simultaneous translation services	4,800
-	Course coordinator (in kind)	18,000
-	Admin. and Support Staff (in kind)	2,000
-	Hospitality	2,000
-	Local transportation	1,000
-	Field trips - (vessel survey program)	<u>1,000</u>
	Total	<u>\$31,000</u>

United Nations Office for Ocean Affairs and Law of the Sea, New YorkContribution:

One resource person to participate on advisory committee and lecture in course. UN will underwrite travel and living expenses for official (\$12,800).

Department of Energy, Mines and Resources, Ottawa (Ocean Mining Sector)Contribution:

One resource person to participate on advisory committee and lecture in course (time only \$12,000).

Recommendation:

It is recommended that final approval be given to project #870133 - West Africa Offshore Non-Fuel Mineral Assessment and Management Course - up to a maximum of \$170,000 (Cdn).



Project #870133

ANNEX I

Details of ICOD Contribution

a. Advisory Meeting - Sept. 1988, Canada

\$6,800 - \$4,000	travel (Ghana-Cda. return)	Kwasi Barning
500	expenses and accommodation	
<u>2,300</u>	travel, expenses & accommodation-3 Cdns.	
\$6,800		

e. Course Manual

\$ 3,000	printing
7,000	translation
<u>5,000</u>	fees
<u>\$15,000</u>	

g. 30 Participants (Scholarships)

Two-week course (14 days), \$100/day (accommodation and living expenses)
 \$1,000 - air travel within Africa

Expenses	\$42,000	30 persons x \$100/day x 14 days
Travel	<u>30,000</u>	30 persons x \$1,000
	<u>\$72,000</u>	

h. Lecturers

Six invited lecturers - four Canadian, two African

Expenses - \$	100/day (accommodation and living expenses)
Travel	4,000 (Canada/Ghana return)
	1,000 (air fare to Ghana within Africa)

Travel

Four Cdns.	4 x \$4,000 (Cda-Ghana return)	= \$16,000
Two Africans	2 x \$1,000	= 2,000

Accommodation and Living Expenses

5 lecturers	5 x \$100/day x 15 days	= \$ 7,500
Peter Hale	1 x \$100/day x 21 days	= 2,100

Honorarium

	<u>2,400</u>
	<u>\$30,000</u>



Memorandum

AC88/D01

To: Members of the Executive Committee
Members of the Audit Committee

Our File: 1009.4

From: Garry A. Comber

Date: May 26, 1988

Re: Audit Plan

Please find attached a document entitled "Report to the Audit Committee of the Board of Directors - June 1988 Meeting" submitted by the Office of the Auditor General of Canada.

This document describes the Audit Plan which was followed by the Auditor General in undertaking the financial audit of ICOD over the period January to May 1988. Normally, this document would have been submitted to us in November or December 1987; however, since the Audit Committee was not meeting at that time, they did not submit an Audit Plan.

We will discuss with the Office of the Auditor General the possibility of submitting next year's Audit Plan to us in November/December 1988 so that it can be sent to Members of the Audit Committee for any comments which they have. We doubt that a meeting would be required to discuss the Audit Plan, but believe the Audit Committee should have an opportunity to comment on the Plan.

A handwritten signature in dark ink, appearing to be 'G. Comber', with a long horizontal stroke extending to the right.

Garry A. Comber
Secretary-Treasurer

GAC/am

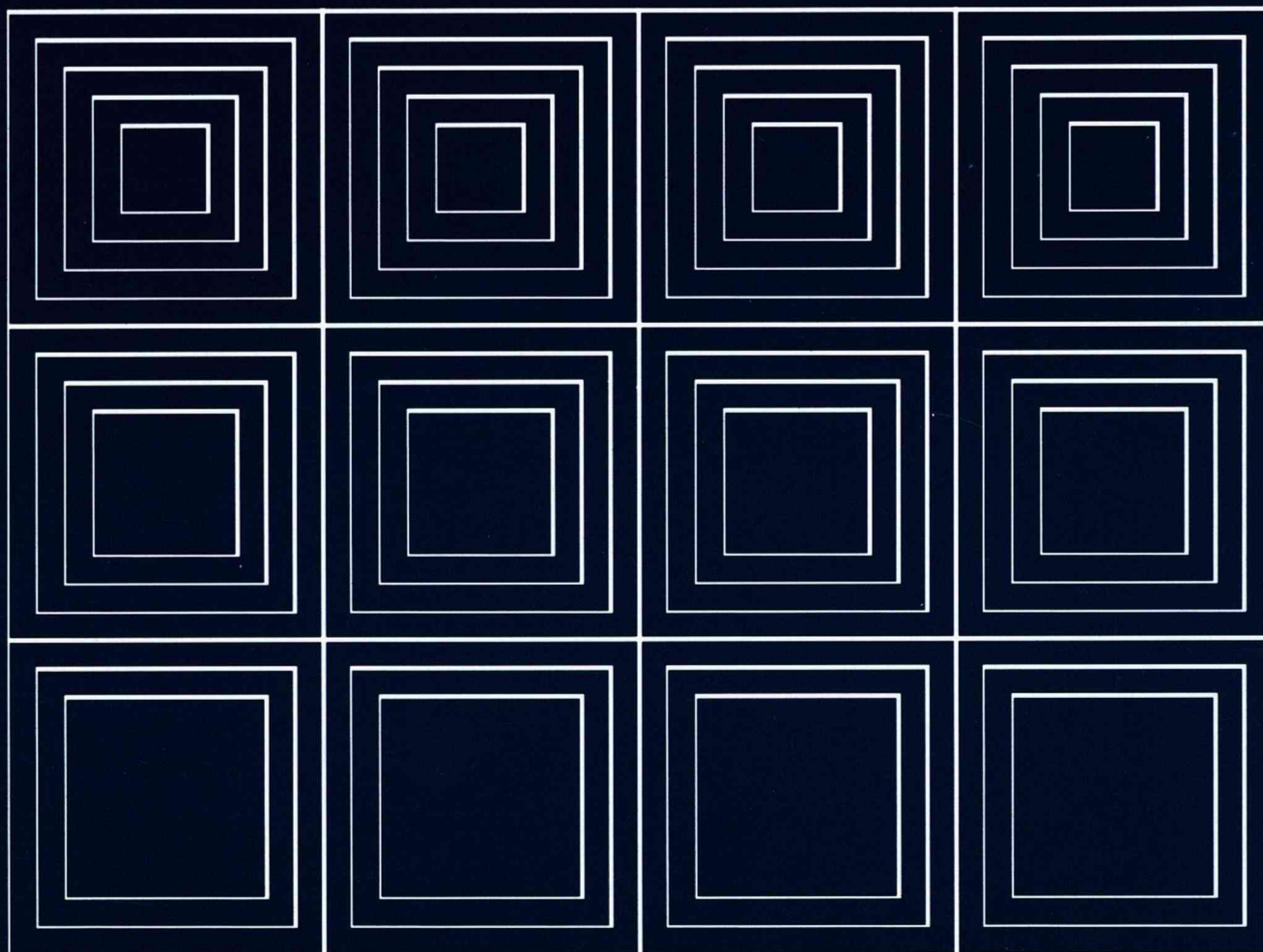
Attachments

Office of the Auditor General of Canada



International Centre for Ocean Development
REPORT TO THE AUDIT COMMITTEE OF
THE BOARD OF DIRECTORS

JUNE 1988 MEETING



OFFICE OF THE AUDITOR GENERAL



BUREAU DU VÉRIFICATEUR GÉNÉRAL

301, 1888 Brunswick Street
Halifax, Nova Scotia
B3J 3J8

May 13, 1988

To the Audit Committee of the
Board of Directors
International Centre for Ocean Development

The attached report and appendix provide information on the scope of and approach to our 1988 audit of the financial statements of the International Centre for Ocean Development, the staff associated therewith, a brief description of significant audit areas and an overview of the audit approach.

We wish to emphasize that we are aware of our responsibilities under the International Centre for Ocean Development Act and the Financial Administration Act and, in carrying them out, will bring to the attention of management and the Audit Committee any accounting, auditing or reporting matters which we believe deserve consideration.

We shall be pleased to discuss any matters relating to the 1988 audit and to provide any additional information which you may request. We look forward to a continued relationship with the Audit Committee and wish to inform the members that we are available for consultation at any time.

We also take this opportunity to urge management and the Audit Committee to address the statutory requirement in respect of a special examination. Should you require advice on how such an examination might be economically and efficiently carried out, please inform us and we will arrange an appropriate presentation for management and the Audit Committee.

Yours very truly,

A handwritten signature in cursive script that reads 'Brian Pearce'.

Brian Pearce, C.A.
Principal, Atlantic Region

BP/ccz

Attach.

International Centre for Ocean Development
REPORT TO THE AUDIT COMMITTEE OF THE BOARD OF DIRECTORS
JUNE 1988
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DRAFT AUDITOR'S REPORT

APPENDIX A

INTERNATIONAL CENTRE FOR OCEAN DEVELOPMENT
REPORT TO THE AUDIT COMMITTEE
OF THE BOARD OF DIRECTORS

INTRODUCTION

This audit plan is for the use of the Office of the Auditor General, senior Centre officials and the Audit Committee for purposes of documenting the arrangements for the audit of the financial statements of the International Centre for Ocean Development ("ICOD"), for the year ended March 31, 1988. It provides a basis for discussion of the scope of, and the approach to the 1988 audit, and the reports that we consider necessary in the performance of our statutory responsibilities as auditors of the Centre.

The audit plan is subject to change as new developments occur and as the results of our audit procedures are evaluated.

An important step in this procedure is the review of this plan by the Audit Committee.

AUDIT SCOPE

Our audit is carried out in accordance with generally accepted auditing standards. It is designed to enable us to render, without qualification as to scope, an opinion on the financial statements of the International Centre for Ocean Development in accordance with the requirements of the Financial Administration Act (FAA). The Auditor General will give his opinion as to whether the financial statements of the Centre present information fairly in accordance with generally accepted accounting principles. Further, in accordance with subsection 139 (2) of the FAA, he will give his opinion as to whether the transactions that were examined in the course of the audit complied with Part XII of the FAA and regulations, the ICOD Act and regulations, and the bylaws of the Centre. Refer to Appendix A for the proposed wording of the auditor's report.

Our audit includes a review of the significant systems of internal control to determine the extent to which we will rely on them in determining the nature, extent and timing of our audit procedures. This review is not specifically designed to determine all weaknesses which may exist in the systems or to express an opinion exclusively on internal control. The decision as to whether to rely on internal control in the performance of our audit largely relates to considerations of audit efficiency.

In conducting our audit, we are aware of the possibility that fraud may exist and that, as a result, financial statements may be misstated. We recognize that fraud, if sufficiently material, may affect our opinion on the financial statements and we, therefore, give consideration to this possibility in planning and conducting our examination. However, our examination is not

primarily or specifically designed, and cannot be relied upon, to disclose defalcations and other irregularities, although their discovery may result in some cases.

AUDIT APPROACH

Planning

We completed an initial planning survey which provided us with a current understanding of corporate and financial policies, key audit areas, the implications of the Financial Administration Act, the organization structure and the progress of the accounting applications. With this information, we developed an initial audit plan. As this plan is developed and refined, we continue to discuss it in general terms with management to ensure that all areas of concern are appropriately dealt with.

In carrying out our examination, evidence in respect of specific financial statement assertions is collected and evaluated as effectively and efficiently as possible. As indicated earlier, the accounting systems and related internal controls are reviewed, and if it is expected to result in greater audit efficiency, are tested for compliance.

Based on our previous experience and the fact that ICOD's accounting systems continue to be in a state of development, we consider it more efficient to adopt a substantive approach for the examination - that is, we will concentrate on detailed testing of transactions and balances, supplemented by analytical review and direct confirmations, rather than relying on internal control.

With a sound understanding of the business and its environment our audit work on balances at March 31, 1988 will concentrate on areas of high dollar value and relative audit risk. Similarly, our review of the results of operations for the year then ended is from a business perspective, stressing reasonableness, the impact of factors affecting relationships among account balances and fluctuations relative to budget and past performance.

We propose to commence our examination during May 1988.

Liaison with Internal Audit

As part of our examination, we would normally consider the work carried out by Internal Audit to minimize our work and to avoid duplication of testing. However, the Centre has not as yet established an internal audit function. We encourage the centre to follow the requirements of the FAA.

AUDIT TEAM

The Auditor General of Canada is appointed the statutory

auditor of the Centre pursuant to Section 20 of the International Centre for Ocean Development Act and is available for consultation on significant accounting or auditing issues. The audit is directed by J.G. Laliberte F.C.A. (Assistant Auditor General), and Brian Pearce C.A. (Principal). Rick Lewis C.A. (Supervisor) and Nancy Adams C.A. (Field Senior) are assigned to lead the audit team.

AUDIT RISKS

As with any new organization, the audit risk is considered relatively high as the systems are not fully developed and tested, and the staff is obtaining experience in their new roles and procedures. Care must be exercised to determine that the activities remain within the legislated mandate and authorities.

REPORTS

Auditor's Report

Upon completion of the examination, we will issue our auditor's report on the statutory financial statements. Prior to the issuance of this report, we work closely with Centre management in reviewing and discussing the year-end financial statements and our opinion thereon. We also submit our draft auditor's report to the Audit Committee, together with the accompanying financial statements, for review.

It is our current expectation that the auditor's report on the 1988 financial statements will be in the form shown in Appendix A.

Members of the Audit Committee may be interested to note that the Financial Administration Act now clearly specifies the authorities with which the transactions of the Centre must comply. These are Part XII of the Financial Administration Act and regulations, the ICOD Act, and the by-laws of the Centre. We are required to report whether the transactions that have come to our notice have, in all significant respects, been within these authorities.

No quantitative performance information has, to date, been required by the Treasury Board to be included in the annual report of the Centre and audited. It is possible that certain of the quantitative information currently presented in the annual report of the Centre could become subject to audit.

Management Letter

In the course of our examination, we make recommendations to management for changes in procedures which we feel improve the system of internal accounting control and financial and reporting practices. We monitor the implementation of our recommendations to ensure that appropriate follow-up action has been taken. The more significant of these recommendations and observations will

be communicated to the Audit Committee.

We believe in effective communication with our clients and, to achieve this objective, we communicate with management in several ways, such as:

- reporting to management on each phase of our audit, by making recommendations and observations on matters which we believe warrant attention;
- meeting periodically with senior officials in the financial and accounting areas, and with the Audit Committee, so that all problems or questions on changes in accounting or financial reporting are dealt with fully and promptly. Such meetings help in minimizing "surprises".

INDEPENDENCE

As statutory auditors of the Centre, we are required by the Financial Administration Act and the rules of professional conduct of our Institute to maintain independence from the Centre. Amongst other independence matters, the Code of Conduct of the Office of the Auditor General requires that our principals and staff have no direct or indirect financial interest in ICOD.

We confirm that the Office of the Auditor General is independent under the rules and statute referred to above.

DRAFT AUDITOR'S REPORT

In the absence of unusual circumstances, the auditor's report will likely be as follows:

AUDITOR'S REPORT

To the Minister for External Relations

I have examined the balance sheet of the International Centre for Ocean Development as at March 31, 1988 and the statements of operations, deficit, contributed surplus and changes in financial position for the year then ended. My examination was made in accordance with generally accepted auditing standards, and accordingly included such tests and other procedures as I considered necessary in the circumstances.

In my opinion, these financial statements present fairly the financial position of the Centre as at March 31, 1988 and the results of its operations and the changes in its financial position for the year then ended in accordance with generally accepted accounting principles applied on a basis consistent with that of the preceding year.

Further, in my opinion, the transactions of the Centre that have come to my notice during my examination of the financial statements have, in all significant respects, been in accordance with Part XII of the Financial Administration Act and regulations, the International Centre for Ocean Development Act and regulations, and the by-laws of the Centre.

Raymond Dubois, F.C.A.
Deputy Auditor General
for the Auditor General
of Canada

Ottawa, Canada
May 1988



Memorandum

CONFIDENTIAL

To: Members of the Executive Committee Our File: 1009.4

From: Gary C. Vernon

Date: June 7, 1988

Re: Remuneration of Members of the Board Appointed to the Executive Committee - Increase in Number of Days

At recent meetings of the Executive Committee, it was felt that as ICOD operations became larger and more complex, the Executive Committee should plan to meet on a more regular basis. Current rules (dating from 1985) allow for a maximum of 20 days for the Chairman and 15 days for other Directors.

If we are to assume that Members of the Executive Committee may be called upon to participate in four Executive Committee meetings a year plus two Board meetings, and providing some flexibility for additional requirements which may arise, we would recommend an increase in the numbers of days for Members of the Board while serving as Members of the Executive Committee from 15 days per annum to 23 days per annum. We would recommend that the numbers of days for the Chairman be increased by a similar number from 20 to 28.

Should the Executive Committee agree, I believe the Chairman should propose to the Board a resolution based on the Order in Council passed on November 1985 (see attached):

That the Board recommend to the Minister for approval by the Governor in Council that:

1. The directors of the International Centre for Ocean Development shall be paid the following fees for attendance at meetings of the Board and any committee thereof or for any other work requested by the Board:
 - a) in the case of the Chairman, \$250 per day; and
 - b) in the case of other directors (excluding the President), \$200 per day.

2. The numbers of days to be paid for attendance at meetings of the board and any committee thereof in a given year shall not exceed twenty eight (28) days in the case of the Chairman; twenty three (23) days in the case of Directors appointed to the Executive Committee; and fifteen days in the case of other Directors (excluding the President).

ICOD staff will review the fee schedule for Directors and will make recommendations as appropriate in due course.



Gary C. Vernon
President

GAC/am

Attachment



CANADA

PRIVY COUNCIL • CONSEIL PRIVÉ

P.C. 1985-3308
7 November, 1985

HER EXCELLENCY THE GOVERNOR GENERAL IN
COUNCIL, on the recommendation of the Secretary of
State for External Affairs, pursuant to subsection
9(1) of the International Centre for Ocean
Development Act, is pleased hereby to fix the fees
payable to the directors of the International
Centre for Ocean Development, in accordance with
the schedule hereto.

224 260
7000

CERTIFIED TO BE A TRUE COPY - COPIE CERTIFIÉE CONFORME

A handwritten signature in cursive script, likely belonging to the Clerk of the Privy Council.

CLERK OF THE PRIVY COUNCIL - LE GREFFIER DU CONSEIL PRIVÉ

SCHEDULE

1. The directors of the International Centre for Ocean Development shall be paid the following fees for attendance at meetings of the Board and any committee thereof or for any other work requested by the Board:
 - a) in the case of the Chairman, \$250 per day; and
 - b) in the case of other directors (excluding the President), \$200 per day.
2. The number of days to be paid for attendance at meetings of the Board and any committee thereof in a given year shall not exceed twenty (20) in the case of the Chairman and fifteen (15) in the case of other directors (excluding the President).

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