

## REPORT OF THE FINANCE AND ADMINISTRATION COMMITTEE

83

83

The Finance and Administration Committee (F&A) met from 08:30-12:30 hours on October 22, from 08:30-12:30 on October 24, and from 10:00-11:30 on October 25, under the chairmanship of Dr. Richard J. Marasco. Dr. Alexander S. Bychkov acted as rapporteur.

### **Agenda Item 1. Opening by the Chairman**

The Chairman called the meeting to order, welcomed participants and requested an introduction of members for each delegation (see *F&A Endnote 1* for list of participants).

### **Agenda Item 2. Adoption of agenda**

The Committee reviewed and adopted the agenda (*F&A Endnote 2*).

### **Agenda Item 3. Audited accounts for fiscal year 2001**

The Auditor's Report for 2001 (*F&A Endnote 3*) was circulated to all Contracting Parties in March 2002. In the auditor's opinion, the financial statements are an accurate representation of the financial position of the organization as of December 31, 2001.

The Report was reviewed and adopted by the Committee. The Committee recommends that Council approve the Report and retain the accounting firm of *Flader & Greene* as auditor for another year.

### **Agenda Item 4. Annual contributions**

According to Financial Regulation 5(ii), all national contributions to PICES are payable by the first day of the financial year (January 1) to which they relate. The Executive Secretary reviewed historical statistics on the payment schedule of annual fees to the Organization (*F&A Endnote 4*), and reported on the 2002 annual fees payment dates. Dues for 2002 were

paid as follows:

Japan - November 27, 2001  
U.S.A. - December 24, 2001  
Canada - January 21, 2002  
Russia - June 10, 2002 (72%) and October 10, 2002 (28%)  
Republic of Korea - August 26, 2002  
People's Republic of China - October 8, 2002 (95.7%) (remittance of the remaining \$4,000 will be delayed until 2003)

The Chairman noted that late payments create problems for day-to-day operations of the Secretariat, and reminded the Committee that this issue has been reviewed at previous Annual Meetings. He indicated that there has been an overall improvement in the timeliness of payment, and thanked Japan, Canada and U.S.A. for their performance. He also asked members to advise on problems they are facing in remitting the annual contribution on time.

The discussion led to the following recommendations:

- i. The Council should instruct the Executive Secretary to send a letter to member countries commending them for improved performance in submitting annual contributions in 2002, and advising on the benefits of paying contributions by the first day of the PICES financial year (January 1), as required by Financial Regulation 5(ii).
- ii. To assist countries in preparing their funding requests to cover annual contributions, and the Executive Secretary in developing future budgets:
  - For planning purposes, Contracting Parties should continue to use the guideline generally accepted at the Eighth Annual Meeting (Decision 99/A/2(ii)), which states that the annual contributions will increase at the rate of

inflation in Canada (currently about 3%). Calculations will be made using the total Consumer Price Index (CPI) as of August of the current financial year;

- Starting from the Twelfth Annual Meeting (2003), Council should consider and adopt the budget for the ensuing and subsequent financial years. This action will require changes in the Rules of Procedure (Rule 15) and the Financial Regulations (Regulation 3(v)). The Executive Secretary should be requested to develop the appropriate wording changes for consideration at the next Annual Meeting.

The Chairman introduced an analysis of inflation-adjusted contributions since 1992. Adjusted contributions have actually decreased for Canada, China, Japan and the United States; remained about constant for Russia and increased slightly for Korea. It was agreed that members would be prepared to discuss the analysis at the next Annual Meeting.

#### **Agenda Item 5. Fund-raising**

The Executive Secretary reported on fund-raising efforts in 2002. External and additional funding received for various activities initiated by PICES is reflected in the Report on Administration (*GC Endnote 3*). The Committee commended the Science Board Chairman and the Secretariat for their efforts.

Fund-raising activities are facilitated by the development of project proposals. The Committee suggests that the Science Board has to be tasked with the responsibility of providing the proposals.

#### **Agenda Item 6. Budget**

##### **a. Estimated accounts for fiscal year 2002**

The Committee reviewed and discussed the estimated accounts for *FY 2002*. There is a projected surplus of \$10,000. The Committee recommends that Council accept the estimated expenditures for *FY 2002*.

##### **b. Budget for fiscal year 2003**

The Committee reviewed the proposed *FY 2003* budget of \$692,500 (*F&A Endnote 5*) and recommends its approval by Council. This amount includes a grant of \$69,500 provided by the Sloan Foundation for the preparation of the report for the Census of Marine Life (entitled "Marine life in the North Pacific Ocean: The known, unknown and unknowable") by December 31, 2003. Without this grant, the amount \$623,000 is exactly the same as the *FY 2002* budget.

An additional transfer of \$41,000 from the Working Capital Fund is recommended to reduce the total annual contribution to \$582,000, setting the 2003 fees at \$97,000 per Contracting Party. A modest increase of about 3% over the previous year is consistent with the guideline accepted at the PICES Eighth Annual Meeting (Decision 99/A/2(ii), 1999 Annual Report, p. 30). The Executive Secretary noted that the total Consumer Price Index (CPI) was 2.6% in August 2002, as published by Statistics Canada on behalf of the Bank of Canada.

The Japanese delegation requested that consideration be given to the harmonization of PICES activities with available funds. Further, the Japanese Government is requesting many international organizations to keep their nominal budget increase equal to zero, and PICES cannot be an exception.

The Chinese delegation suggested that the budget increases should be controlled to a consistent level with the rate of inflation in Canada.

##### **c. Forecast budget for fiscal year 2004**

The *FY 2004* forecast budget of \$660,000 was examined by the Committee and is submitted to Council for information only. Consistency with guidelines adopted by Council in 1999 (Decision 99/A/2(ii)) would set the 2004 fee at \$100,000 per Contracting Party and requires a transfer of about \$60,000 from the Working Capital Fund. The Committee believes that the practice of transferring surpluses from the Working Capital

Fund to the General Fund is a viable approach to balance accounts. However, it was noted that the projected 2003 “guaranteed” miscellaneous income of about \$40,000 is lower than the required transfer.

The *FY 2004* budget will be considered further at PICES XII.

#### **d. Interest and other income**

During a fiscal year, the amount of funds in PICES accounts may be increased by miscellaneous income, voluntary contributions and grants. Miscellaneous income in 2002 is estimated to be about \$94,200, but the “guaranteed” miscellaneous income (tax rebates, income tax levies from foreign staff and bank interest) will be only about \$45,700. The Committee noted significant voluntary contributions (\$65,800) and outside funding (\$83,100) for various activities initiated by PICES.

#### **e. Working Capital Fund**

The balance in the Working Capital Fund is forecast to be about \$271,500 at the end of 2002. The Committee recommends that the amount of \$110,500 be transferred to the General Fund for 2003. This amount includes a grant of \$69,500 from the Sloan Foundation for the preparation of the report for the Census of Marine Life, and \$41,000 to support high priority PICES projects.

The Committee recommends that \$19,900 be transferred to the Trust Fund to recover the 2002 expenditures, and restore the Trust Fund to the level of \$100,000. An additional transfer of \$27,500 from the Working Capital Fund to the Trust Fund is recommended to finance the 2003 Intern Program.

After these transfers, the Working Capital Fund will total approximately \$113,600.

#### **f. Home Leave Relocation Fund**

The status of the Home Leave Relocation Fund was reviewed. It was noted that there were no expenditures in *FY 2002*. The Fund will total

about \$111,730 by the end of the fiscal year. This amount exceeds the required balance by \$1,730, and should be transferred to the Working Capital Fund.

#### **g. Trust Fund**

In *FY 2002*, approximately \$60,000 from the Trust Fund will be used to finance the Intern Program, to bring young scientists from all PICES member countries and scientists from countries with “economies in transition” to the PICES Eleventh Annual Meeting, and to support activities of Working Groups and Task Teams. These expenditures are compensated partly by the voluntary contributions from Canada, Russia and U.S.A. for the Intern Program, and by a travel grant from the Scientific Committee of Oceanic Research (SCOR). Total income in this Fund is at a level of \$35,600. A transfer of \$19,900 from the Working Capital Fund to the Trust Fund is recommended to recover the 2002 expenses, and restore the Trust Fund to a level of \$100,000. An additional transfer of \$27,500 from the Working Capital Fund to the Trust Fund will allow funding of the 2003 Intern Program.

#### **Agenda Item 7. Report of PICES Review Committee**

The Chairman presented a draft Review Committee Report. It was indicated that the following items might potentially have budgetary implications:

- Interim Science Board/Governing Council meeting;
- Secretariat staffing; and
- Review of current publication practices of the Organization.

The Committee concluded that the interim meeting would have minimal budgetary implication for the Organization, since member countries will cover travel expenses for Governing Council and Science Board members. Two Secretariat staffing issues were discussed: (1) adding an additional staff member, and (2) re-naming of staff positions. The Committee believes that expanded activities of the Secretariat and development of the North Pacific

Ecosystem Status Report could justify an increase in the Secretariat's size. Further action on the naming of positions will require discussions between the Secretariat and Canada to ensure that the act is budget-neutral.

Publication activities of the Organization have expanded significantly in the last several years. The Committee supports a review of current practices. It is requested that the Executive Secretary explore the costs of having an external review of these activities and report on the potential costs at the interim Science Board/Governing Council meeting.

#### **Agenda Item 8. PICES Intern Program**

The Committee agreed that PICES and member countries benefit from the Intern Program and that it should be continued.

The Intern Program was not budgeted for in the years 2000-2002, and was financed solely by voluntary contributions. The Committee recommends that Council invite member countries to provide voluntary contributions to support the Intern Program in 2003 and beyond.

Last year, Council decided to use registration fees collected from the Annual Meeting to finance the Program (Decision 01/A/4(iv)). The Committee recommends the continuation of this approach and suggests that the registration fees collected from the Eleventh Annual Meeting be transferred from the Working Capital Fund to the Trust Fund to support the 2003 Intern Program. Expenses for the Intern Program are projected at a level of \$27,500.

The Committee discussed whether the current stipend of \$2,000 per month is sufficient to cover the cost of living in Canada, and concluded that for *FY 2003* the stipend will remain the same. This issue should be re-visited in the future.

#### **Agenda Item 9. PICES Visiting Scientist Program**

No proposals for secondment from national agencies and/or other international science

organizations were received by the Secretariat in 2002. Consideration of alternative mechanisms to fund the program was recommended because of the lack of interest.

#### **Agenda Item 10 PICES capacity building**

The PICES Review Committee defined capacity building as the enhancement of intellectual capital available to the Organization. It is important that the definition adopted be consistent with the one used by other international organizations. The Committee supports the formation of a Study Group under the direction of the Science Board to develop a capacity building strategy and implementation plan for the Organization.

#### **Agenda Item 11. Schedule and financing of future Annual Meetings**

The Secretariat did not receive detailed information on financial requirements and commitments from the Ministry of Marine Affairs and Fishery of Korea, and \$40,000 (from \$50,000 in the proposed *FY 2003* budget) is available to be transferred to Korea to partially cover meeting costs for PICES XII.

At the Tenth Annual Meeting, Council requested the United States of America to consider the possibility of holding PICES XIII in October 2004 (Decision 01/A/4(iii)). A letter from Dr. Richard Marasco (US Delegate) indicated willingness in hosting the meeting from October 15-23, 2004, in Honolulu, Hawaii. The Committee recommends the acceptance of this proposal.

In keeping with the six-year rotation cycle, the Russian Federation should be invited to explore the feasibility of hosting PICES XIV in October 2005, and inform the Secretariat on this matter by May 31, 2003.

Last year, Council approved charging a registration fee for future PICES Annual Meetings (Decision 01/A/3(iv)). The Committee recommends continuation of this practice. Fees will be collected by the Secretariat and credited to the Working Capital

Fund. These funds will be used to support the Intern Program and other high priority projects. The proposed registration fee structure for 2003 is as follows:

Type	CDN \$
Registration fee	150
Early registration fee	100
Students	40

The Committee recommends that national representatives at the Council and F&A meetings be exempted from the registration fee for the PICES Annual Meetings.

Canada proposed, and the Committee supported, the proposal to discontinue the practice of transferring funds from PICES to member countries to partially cover Annual Meeting costs. This action could reduce the need to transfer funds from the Working Capital Fund to the General Fund.

**Agenda Item 12. Space, facilities and services for the Secretariat**

Space and certain general administrative services are traditionally provided to the Secretariat by the Government of Canada through Fisheries and Oceans Canada (DFO). The original agreement commenced on April 1, 1992, and continues indefinitely with a review every three years. In 2001, PICES and DFO signed a new agreement that covers the period between April 1, 2001, and March 31, 2004. According to this agreement, PICES paid an annual sum of \$23,000 (in quarterly payments of \$5,750 due on the 1<sup>st</sup> day of April, July, October and January), which included a solid figure for postage (\$18,500), phone/fax (\$2,500) and janitorial/ maintenance services (\$2,000).

Considering a rise in postage fees and a substantial increase in the size of PICES mail outs, PICES and DFO consented to adjust the agreement, effective April 1, 2002. According to the amendment, PICES is to pay an annual sum of \$28,000 (in quarterly payments of \$7,000), which includes \$23,500 for postage. Figures for phone/fax (\$2,500) and janitorial/ maintenance services stay the same.

In June 2001, PICES registered “*pices.int*” as our domain name, and changed our website and e-mail addresses. The old site and e-mail addresses remained valid until the end of 2001. The initial cost of equipment and installation was \$2,700. The monthly cost of operation is about \$140. This compares with \$2,000 annually that was formerly paid to DFO for network services.

**Agenda Item 13. Other business**

The Science Board Chairman, Dr. R. Ian Perry, explained the current status of the North Pacific Ecosystem Status Report. The Committee commended the efforts of Drs. Perry and McKinnell for developing a strategy for the preparation of the report. This project, in order to be successful, will require the full cooperation of all member countries. The Committee supports the establishment of the proposed Working Group on the North Pacific Ecosystem Status Report under the direction of the Science Board.

**Agenda Item 14. Adoption of recommendations to Council**

The Committee approved the F&A Report and its recommendations to Council.

## **F&A Endnote 1**

### **Participation List**

#### Canada

Denis D'Amours (alternate Delegate)  
Laura Richards

#### Japan

Tokimasa Kobayashi  
Tokio Wada (advisor)

#### People's Republic of China

Qian-Fei Liu (alternate Delegate)

#### Republic of Korea

Hee-Dong Jeong (alternate Delegate)  
Won-Seok Yang (alternate Delegate)

#### Russia

Vladimir A. Belyaev (advisor)  
Alexander A. Kurmazov  
Igor I. Shevchenko

#### U.S.A.

Elizabeth J. Tirpak

#### Other

Vera Alexander (Vice-Chairman, PICES)  
Richard J. Marasco (Chairman, F&A)  
Alexander Bychkov (Executive Secretary)

## **F&A Endnote 2**

### **F&A Committee Meeting Agenda**

1. Opening by F&A Chairman
2. Adoption of agenda
3. Audited accounts for fiscal year 2001
4. Annual contributions
5. Fund-raising activities
6. Budget
  - a. Estimated accounts for fiscal year 2002
  - b. Proposed budget for fiscal year 2003
  - c. Forecast budget for fiscal year 2004
  - d. Interest and other income
  - e. Working Capital Fund
  - f. Home Leave and Relocation Fund
  - g. Trust Fund
7. Report of PICES Review Committee
8. PICES Intern Program
9. PICES Visiting Scientist Program
10. PICES capacity building
11. Schedule and financing of future Annual Meetings of the Organization
12. Space, facilities and services
13. Other business
14. Adoption of recommendations to Council

**F&A Endnote 3**

**Auditor's report (2001) to the Organization**

Flader and Greene  
Chartered Accounts  
9768 Third Street  
Sidney, B.C.,  
Canada. V8L 3A4

To the Council of the North Pacific Marine Science Organization

We have audited the statement of financial position of North Pacific Marine Science Organization as at December 31, 2001 and the statement of operations and changes in fund balances for the year then ended. These financial statements are the responsibility of the organization's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In our opinion, these financial statements present fairly, in all material respects, the financial position of the organization as at December 31, 2001, and the results of its operations and changes in fund balances for the year then ended in accordance with generally accepted accounting principles.

Sidney, B.C.  
March 22, 2002

**Flader & Greene**  
**Chartered Accountants**

**NORTH PACIFIC MARINE SCIENCE ORGANIZATION  
STATEMENT OF FINANCIAL POSITION  
AS AT DECEMBER 31, 2001**

**ASSETS**

	<b>2001</b>	<b>2000</b>
<b>CURRENT ASSETS</b>		
Cash and short term deposits	\$ 559,620	\$ 495,200
Accounts receivable	36,240	45,801
Prepaid expenses	2,350	1,460
	\$ 598,210	\$ 542,461

**LIABILITIES**

<b>CURRENT LIABILITIES</b>		
Accounts payable	\$ 14,401	\$ 25,601
Funds held for contracting parties (Note 3)	188,000	91,300
	\$ 202,401	\$ 116,901

**FUND BALANCES**

<b>WORKING CAPITAL FUND</b>	\$ 180,809	\$ 215,392
<b>TRUST FUND</b>	105,000	100,000
<b>HOME LEAVE RELOCATION FUND</b>	110,000	110,168
	\$ 395,809	\$ 425,560
	\$ 598,210	\$ 542,461

**STATEMENT OF OPERATIONS AND CHANGES IN FUND BALANCES  
FOR THE YEAR ENDED DECEMBER 31, 2001**

	<b>General Fund</b>	<b>Working Capital Fund</b>	<b>Trust Fund</b>	<b>Home Leave Relocation Fund</b>	<b>2001 Total</b>	<b>2000 Total</b>
<b>FUND BALANCES</b> , beginning of year	-	\$ 215,392	\$ 100,000	\$ 110,168	\$ 425,560	\$ 357,153
<b>SOURCES OF FUNDS</b>						
Contributions from Contracting Parties	547,800	-	27,000	-	574,800	546,090
Budgeted transfer to General Fund	58,200	(58,200)	-	-	-	-
Contributions and grants	-	86,171	7,701	-	93,872	188,089
Interest and other income (Note 4)	-	55,635	2,924	4,662	63,221	39,550
<b>FUND BALANCES</b> , before expenditures	606,000	298,998	137,625	114,830	1,157,453	1,143,282
<b>EXPENDITURES</b>						
Personnel services	296,000	11,604	-	-	307,604	286,297
Travel	79,213	-	25,300	-	104,513	96,232
Communication	29,879	-	-	-	29,879	29,252
Contractual services	10,490	-	-	-	10,490	15,893
Printing	63,781	-	-	-	63,781	57,030
Supplies	5,720	-	-	-	5,720	6,983
Equipment	5,849	-	-	-	5,849	10,877
Annual Meeting	40,000	73,807	-	-	113,807	43,454
Workshops	63,756	-	2,000	-	65,756	104,910
Relocation	-	-	-	4,830	4,830	4,482
Miscellaneous	2,912	-	-	-	2,912	3,355
PICES X Anniversary	-	33,680	-	-	33,680	27,661
Intern program	-	-	17,512	-	17,512	18,060
Unrealized losses on foreign exchange	(4,689)	-	-	-	(4,689)	1,235
	592,911	119,091	44,812	4,830	761,664	717,721
<b>NET FUNDS AVAILABLE</b>	13,089	179,907	92,813	110,000	395,809	425,560
<b>TRANSFER TO WORKING CAPITAL FUND</b> (Note 5)	(13,089)	13,089	-	-	-	-
<b>INTERFUND TRANSFERS</b> (Note 6)	-	(12,187)	12,187	-	-	-
<b>FUND BALANCES</b> , end of year (Note 7)	-	\$ 180,809	\$ 105,000	\$ 110,000	\$ 395,809	\$ 425,560

**NORTH PACIFIC MARINE SCIENCE ORGANIZATION**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**DECEMBER 31, 2001**

**1. PURPOSE OF ORGANIZATION**

The North Pacific Marine Science Organization (PICES) is an intergovernmental non-profit scientific organization whose present members include Canada, Japan, the People's Republic of China, the Republic of Korea, the Russian Federation and the United States of America. The purpose of the organization is to promote and coordinate marine scientific research in order to advance scientific knowledge of the North Pacific and adjacent seas.

**2. ACCOUNTING POLICIES**

The financial statements are prepared in accordance with the North Pacific Marine Science Organization's Financial Regulations and are prepared in accordance with generally accepted accounting principles. The following is a summary of the significant accounting policies used in the preparation of these financial statements:

(a) Fund Accounting

The Working Capital Fund represents the accumulated excess of contributions provided from Contracting Parties over expenditures in the General Fund. The purposes of the General Fund and Working Capital Fund are established by Regulation 6 of the Organization Financial Regulations.

The Trust Fund was established in 1994 for the purpose of facilitating participation of a broad spectrum of scientists in activities of the Organization.

The Home Leave Relocation Fund was established in 1996 to pay relocation and home leave expenses of new employees and their dependents to the seat of the Secretariat and removal after period of employment has ended, and to provide home leave for international staff. This fund is set at \$110,000.

(b) Capital Assets

Capital assets acquired by the Organization are expensed in the year of acquisition.

(c) Income Tax

The Organization is a non-taxable organization under the Privileges and Immunities (International Organizations) Act (Canada).

(d) Foreign Exchange

Transactions originating in foreign currencies are translated at the exchange rate prevailing at the transaction dates. Assets and liabilities denominated in foreign currency are translated to equivalent Canadian amounts at the current rate of exchange at the statement of financial position date.

**3. FUNDS HELD FOR CONTRACTING PARTIES**

The funds held for contracting parties are advance contributions from Japan and U.S.A. for their 2002 fees.

#### 4. INTEREST AND OTHER INCOME

	Working Capital Fund	Trust Fund	Home Leave Relocation Fund
Interest income	\$ 6,069	\$ 2,924	\$ 3,574
Income tax levies	28,271	-	1,088
GST, PST and WCB rebates	10,028	-	-
Other Income	1,267	-	-
PICES X Ocean Exhibition	10,000	-	-
	\$ 55,635	\$ 2,294	\$ 4,662

#### 5. TRANSFER TO WORKING CAPITAL FUND

Pursuant to Financial Regulation 6 (iii), the Working Capital Fund is to be increased by the surplus in the General Fund.

#### 6. INTERFUND TRANSFERS

Pursuant to decision 01/A/2(iii) of the Governing Council, an amount to restore the Trust Fund to the level of \$105,000 will be transferred.

#### 7. WORKING CAPITAL FUND SURPLUS

Pursuant to decision 01/A/2(i) of the Governing Council, \$59,000 of the funds held in the Working Capital Fund will be transferred to the General Fund to reduce 2002 contributions.

#### 8. COMMITMENTS

General administrative and communication services are provided to the Secretariat of the Organization by the Government of Canada through the Department of Fisheries and Oceans. A new agreement commenced April 1, 2001, and continues until March 31, 2004. The fixed cost for services is \$23,000 per year which are paid quarterly.

**F&A Endnote 4**
**Payment schedule of national contributions**

	<b>CANADA</b>	<b>CHINA</b>	<b>JAPAN</b>	<b>KOREA</b>	<b>RUSSIA</b>	<b>U.S.A.</b>
1992 <sup>1</sup>	June 9, 92	Sept. 29, 92	Mar. 23, 92			Apr. 24, 92
1993	Dec. 14, 92	<b>July 30, 93</b>	Mar. 12, 93			Jan. 8, 93
1994	Feb. 22, 94	Mar. 14, 94	Jan. 28, 94			Feb. 14, 94
1995	Jan. 5, 95	<b>May 29, 95</b>	Mar. 4, 95		<b>July 18, 95</b>	Mar. 21, 95
1996	Feb. 21, 96	<b>May 23, 96</b>	Jan. 12, 96	<b>July 9, 96</b>	Feb. 21, 96	Feb. 29, 96
1997	Dec. 20, 96	Mar. 27, 97	<b>Apr. 21, 97</b>	<b>May 6, 97</b>	<b>Oct. 8, 97</b>	Jan. 20, 97
1998	Feb. 3, 98	<b>May 8, 98</b>	Jan. 13, 98	<b>Dec. 5, 98</b> <b>Jan. 6, 99<sup>2</sup></b>	<b>July 22, 98</b>	<b>May 7, 98</b>
1999	Nov. 30, 98	<b>Nov. 26, 99</b>	Mar. 29, 99	<b>Aug. 16, 99</b>	<b>Dec. 13, 99</b>	Jan. 27, 99
2000	Feb. 9, 00	<b>Aug. 29, 00</b>	Nov. 30, 99	<b>June 1, 00</b>	<b>Nov. 2, 00</b>	Jan. 18, 00
2001	Jan. 24, 01	<b>Dec. 10, 01</b>	Dec. 13, 00	<b>Aug. 23, 01</b>	<b>May 18, 01</b>	Jan. 3, 01
2002	Jan. 21, 02	<b>Oct. 8, 02<sup>4</sup></b>	Nov. 27, 01	<b>Aug. 26, 02</b>	<b>June 10, 02<sup>3</sup></b>	Dec. 24, 01

\* bold italics denote late payments

<sup>1</sup> partial year from March 23-December 31, 1992;

<sup>2</sup> partial payment in 1998, remainder paid in 1999;

<sup>3</sup> partial payment (72%), remainder paid Oct. 10, 2002;

<sup>4</sup> partial payment (95.7%)

**F&A Endnote 5**
**Budget for fiscal year 2003**

<b>Category</b>	<b>Allotment</b>
Personnel Services	\$ 330,000
Annual Meeting	50,000
Special Meetings	61,000
Travel	82,000
Printing	90,000
Communication	32,000
Equipment	8,500
Supplies	7,500
Contractual Services	28,000
Miscellaneous	3,500
<b>Total</b>	<b>\$ 692,500</b>
<b>Source</b>	<b>Contribution</b>
Contributions from six Contracting Parties	582,000
Transfer of Working Capital Fund surplus	41,000
Grant from Alfred P. Sloan Foundation	69,500
<b>Total</b>	<b>\$ 692,500</b>
<b>2003 Annual Fee for each Contracting Party</b>	<b>\$ 97,000</b>