



26 May 2023

IPHC CIRCULAR 2023-011

SUBJECT: FOR DECISION – CONTRACTING PARTY CONTRIBUTIONS FOR FY2024

Dear Commissioners,

In accordance with the IPHC Rules of Procedure (2023), Rule 11 – Decision Making (paragraphs 4-10) shown below, please note the subsequent text detailing an Intersessional Decision requiring your attention:

IPHC Rules of Procedure (2022)

Rule 11 – Decision making - Intersessional decision-making

4. *In case of the need for adoption of an emergency measure between Sessions, or where a decision needs to be taken intersessionally, the Chairperson may propose that a decision be taken by mail, telephone, or electronic communication.*
5. *When a decision is to be taken by electronic means, the Executive Director shall transmit the proposed decision to all Commissioners.*
6. *Commissioners shall promptly acknowledge receipt of any proposed decision by electronic means. If no acknowledgement is received from any particular Commissioner within one week of the date of transmittal, the Executive Director will retransmit the proposed decision, and will use all reasonable means to ensure that it has been received.*
7. *Members shall have **10 days** to respond, unless a longer period is specified by the Executive Director in the transmittal.*
8. *If no reply from a Commissioner reaches the Executive Director within the period established under [Rule 11.7](#), that decision shall be deferred to the next session of the Commission.*
9. *All inter-sessional decisions must be made by consensus.*
10. *The Executive Director shall promptly ascertain and transmit the decision to all Commissioners via an IPHC Circular. The date of that transmittal shall be the 'date of notification'. Such decisions shall be duly recorded in the Commission's records by the Executive Director. Copies of such decisions shall be published with unique Intersessional Decision (ID) numbering on the IPHC website, via an IPHC Circular.*

Background:

At the 13th Special Session of the IPHC (SS013) (held on 18 April 2023), the Commission did not reach agreement to adopt a budget for FY2024, nor the associated Contracting Party contribution levels.

Proposed for SS013:

- 1) **Canada:** Proposed Contribution to the General Fund: **US\$1,032,970.38**
- 2) **U.S.A.:** Proposed Contribution to the General Fund: **US\$4,705,753.98**

Total contributions for the General Fund (FY2024): **US\$5,738,724.36**

Recalling that the IPHC budget had been frozen for the past three (3) fiscal years and that the IPHC had maintained operational effectiveness over that period by reducing operational expenses but maintaining full time employee (FTE) numbers, the FY2024 proposed budget represented an increase commensurate with inflation over the period FY2021 thru FY2023.

However, due to combined Contracting Party funding limitations for FY2024, the two countries were only able to provide a 3% increase in contributions to the general fund for FY2024.

Individual Contracting Party decisions post-SS013:

Subsequent to SS013 the IPHC Secretariat received the following information from the two Contracting Parties regarding their intended contribution levels for FY2024:

- 1) **Canada:** Contribution to the IPHC General Fund would be 3% higher than the amount provided for FY2023 = **US\$927,419.21**
- 2) **USA:** Contribution to the IPHC General Fund would be 3% higher than the amount provided for FY2023 = **US\$4,282,492.80**

Total contributions for the General Fund (FY2024): **US\$5,209,912.01**

Extra-budgetary funds

- 1) **U.S.A.:** Contribution to the IPHC Secretariat Headquarters Lease and Maintenance: **US\$513,712.50**
- 2) **Canada/U.S.A.:** **US\$127,848.00** each (for the old IFCPF deficit - voluntary payment)

Noting the difference between the SS013 proposed FY2024 contribution levels to the General Fund (US\$5,738,724.36) and the post-SS013 Contracting Party advised contributions to the General Fund (US\$5,209,912.01) equates to a difference of **US\$528,812.35**, the Commission has requested that the IPHC Secretariat provide a revised FY2024 budget with the above required reduction, by reducing both operational expenses, and the FTE staff count. The reduction in staff count is intended to reduce the long-term liability to each Contracting Party, rather than to focus solely on short-term operational expense reductions.

Difference: US\$528,812.35

Intersessional decision:

Please provide your decision on the below action no later than **5 June 2023**, in accordance with Rule 11.7 shown above.

I approve / I do not approve the following actions:

That the Commission:

- 1) **NOTE** the indicated Contracting Party (CP) contributions for FY2024 prescribed by each CP subsequent to the 13th Special Session of the Commission (SS013) as follows:

Canada: Contribution to the IPHC General Fund would be 3% higher than the amount provided in FY2023 = **US\$927,419.21**

U.S.A.: Contribution to the IPHC General Fund would be 3% higher than the amount provided in FY2023 = **US\$4,282,492.80**

Extra-budgetary funds:

U.S.A.: Contribution to the IPHC Secretariat Headquarters Lease and Maintenance: **US\$513,712.50**

Canada/U.S.A.: **US\$127,848.00** each (for the old IFCPF deficit - voluntary payment)

- 2) **NOTING** that the abovementioned contributions equate to **US\$528,812.25** less than the FY2024 budget proposed for adoption at SS013 to maintain the current staffing levels and level of operations of the IPHC Secretariat into FY2024, the Commission **RECOMMEND** the following budget and associated service reductions:

- i. **-US\$13,500** – removal of the IPHC Interim Meeting from the IPHC Meetings budget line. The meeting shall be held in a fully remote/online format moving forward;
- ii. **-US40,060** – removal of the IPHC MSAB meeting from the IPHC Meetings budget line for FY2024. The meetings scheduled for FY2024 (1 Oct 2023 to 30 Sept 2024) shall be held in a fully remote/online format;
- iii. **-US\$217,456** – removal of 1 x FTE at the level IPHC-GS-13 (Manager) (salary, wages, and benefits);
- iv. **-US257,796** – removal of FTE's sufficient to match (salary, wages, and benefits)

- 3) **RECOMMEND** that the IPHC Secretariat provide a revised FY2024 budget with the above-mentioned Contracting Party contributions and reductions for adoption via the Intersessional Decision-making process prescribed in the IPHC Rules of Procedure (2023).

Yours sincerely



David T. Wilson, Ph.D.
Executive Director, IPHC

Appendices:

Nil