

ABLOS CONFERENCE FUND GUIDELINES
(As amended 15 October 2008)

1. Introduction

1.1 The Advisory Board on the Law of the Sea (ABLOS) is formed by four representatives from each of the following bodies: The International Hydrographic Organization (IHO) and the International Association of Geodesy (IAG). Secretarial support for ABLOS is provided by the International Hydrographic Bureau (IHB) (“*the International Hydrographic Bureau (IHB)*” to be replaced by “*the IHO Secretariat*” when the Secretariat is established). The parent organizations (IHO/IAG) approve the Terms of Reference (TOR) for ABLOS. The UN Division of Ocean Affairs and Law of the Sea (DOALOS) and the IHB (“*the IHB*” to be replaced by “*the IHO Secretariat*” when the Secretariat is established) attend ABLOS meetings in an ex-Officio capacity.

2. Biennial Conference

2.1 The TOR invite ABLOS to organise seminars and technical conferences and permit the operation of a fund to support such activities.

3. Income

3.1 The primary source of income for the fund will be from the registration fees of delegates attending such seminars / conferences. ABLOS should set the level of registrations fees in order to provide a modest excess of income over expenditure given an estimated attendance.

4. Expenditure

4.1 The primary expenditure for the fund will be to cover the costs of running the seminars / conferences. Expenditure may include but is not limited to: assistance to speakers / tutorial leaders, conference equipment, documentation, proceedings, staff overtime, reception and tea breaks.

4.2 ABLOS may use any funds in excess of 3000 Euros remaining after all expenses for a seminar / conference have been settled, to fund other activities conducted by ABLOS. Support for travel / subsistence in connection with production of a new edition of C-51 ‘A Manual on Technical Aspects of the Law of the Sea’ might be considered such an activity. Such expenditure must be approved by a simple majority of the ABLOS Membership.

4.3 Routine expenditure in support of a seminar / conference may be transacted by the IHB (“*the IHB*” to be replaced by “*the IHO Secretariat*” when the Secretariat is established) and reported in the fund accounts.

5. Operation

5.1 The fund will be operated by the IHB (“*the IHB*” to be replaced by “*the IHO Secretariat*” when the Secretariat is established) on behalf of ABLOS. A copy of the fund accounts will be provided to the Annual Business Meeting of ABLOS and immediately after finalising the accounts following a seminar / conference.

6. Review

6.1 This guidance should be reviewed, and amended as necessary, by ABLOS at intervals not exceeding 4 years.