



SOUTH EAST ATLANTIC FISHERIES ORGANISATION

REPORT OF THE 13TH ANNUAL MEETING OF THE STANDING COMMITTEE
ON ADMINISTRATION AND FINANCE (SCAF) - 2021

23 November 2021

Virtual

The Secretariat

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Chairperson of SEAFO Standing Committee on
Administration and Finance

Ms. Graça D'Almeida (NAMIBIA)

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**REPORT OF THE 13TH ANNUAL MEETING OF THE STANDING COMMITTEE ON
ADMINISTRATION AND FINANCE (SCAF)
Virtual 23 November 2021**

1. Opening of the meeting

The Chair Ms. Graça D’Almeida, from Namibia, opened the meeting and welcomed all delegates and expressed her wishes for a productive and efficient meeting.

2. Appointment of Rapporteur

The Secretariat was appointed as rapporteur for the meeting.

3. Adoption of agenda and meeting arrangements

The agenda was adopted as amended by SCAF ([Appendix I](#)).

4. Introduction of Parties’ Delegations

The Heads of Delegations introduced their members to SCAF ([Appendix II](#)).

5. Presentation of the 2020 Audit Report

The Executive Secretary (ES) presented the 2010 audit report ([DOC/SCAF/03/2021](#)) and the Report to Management from the Auditors (DOC/SCAF/04/2021).

SCAF noted the auditor’s opinion that the financial statements present fairly, in all material respects, the financial position of SEAFO as at 31 December 2020, and its financial performance and cash flows for the year then ended in accordance with the basis of accounting. The auditors further reported that the audit evidence they have obtained is sufficient and appropriate to provide a basis for their opinion.

It was further noted from the Annual Financial Statements that:

- The accumulated surplus increased from N\$ 4,434,558.00 at the end of 2019 to N\$ 5,484,899.00 at the end of 2020.
- The operating expense decreased by N\$ 45,740.00 from 2019 to N\$ 3,308,532.00
- The Nett surplus for 2020 is N\$ 1,050,341.00 compared to N\$ 1,124,771.00 in 2019.

The auditor’s Report for Management recommended improvements in some matters, which have come to the auditor’s attention during the course of their normal audit work and do not attempt to indicate all possible improvements. All of the matters have been addressed by the Secretariate and will be addressed in future, especially the Tax electronic submission system issues.

6. Presentation of the Executive Secretary's Report on Administration and Finance

The Executive Secretary presented the report on Administration and Finance ([DOC/SCAF/05/2021](#)) covering the period from January 2021 to September 2021.

The ES presented the tasks completed by the Secretariate which originated from the 2019 SCAF meeting.

The Executive Secretary reported that not all Contracting Parties had made their contributions at the time of the compilation of the 2021 report and that some Contracting Parties made overpayments, whilst others have underpaid due to exchange rate fluctuations.

The Secretariat mentioned that Namibia's contribution for 2021 was received on the 16th November 2021. Angola noted that their contributions will always be paid towards the last quartile of the year due to how the Angolan ministry of finances is structured.

Projected cashflow statement shows that with cash equivalents and members' contribution expected, SEAFO will be in a position to cover all its financial commitments for 2021 with a remaining surplus of N\$ 6,226.786.13.

7. Approval of the Provisional 2022 Budget and 2023 forecast Budget

The Executive Secretary presented an overview of the provisional 2022 and the 2023 forecast budgets ([DOC/SCAF/06/2021](#)) and the explanatory notes ([DOC/SCAF/07/2021](#)).

The SCAF accepted the 3% increase of staff salaries to accommodate the inflation of Namibia which was noted to be between 3.5 and 4.5%. Namibia's concern regarding the impact of the continuous increase in staff salaries on the viability of the organisation is noted.

The proposed budget for 2022 ([Appendix III](#)) of N\$ 3,091,057.48, which is a 22% decrease from the allocated budget for 2021, was approved by the SCAF.

The European delegation noted that the budget of SEAFO could be largely reduced by convening physically on a biennial basis, greatly reducing spending on meeting costs. This was supported by the Japanese delegation, and they proposed that this point be brought up within the Commission meeting for further discussion.

ACTION: SCAF agreed to propose the proposed budget for 2022 of N\$ 3,091,057.48 to the Commission for approval

8. Contributions by Parties

Contributions by parties were calculated based on the formula adopted in 2009 ([DOC/SCAF/08/2021](#)).

The Contracting Parties took note and agreed to their Contributions for 2022.

9. Election of Chair and Vice-Chair

In accordance with the rule of rotation the Republic of Korea is next in line for the Chair position. However, the delegation of the Republic of Korea wasn't present at this meeting to confirm acceptance of the Chair position and shall be contacted by the secretariat to confirm their acceptance. Should the Republic of Korea not accept for valid reasons, the Republic of South Africa will be approached. The Vice Chair will then be decided based on the communication with the Republic of Korea.

10. Any other matters

The Angolan delegation voiced their concerns of availability of legible Portuguese translations of all documentation before the meeting. They requested that the commission provide the Angolan delegation with English training to bridge the language barrier and that translation quality be reviewed.

11. Venue and date of next meeting

SCAF noted that the date and venue of the next meeting will be decided by the Commission.

12. Adoption of the SCAF Report

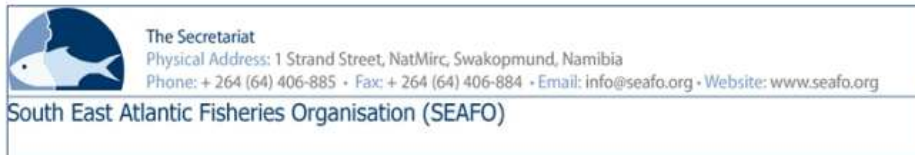
SCAF reviewed and adopted the report to be presented by the Chair to the Commission.

13. Closure of meetings

The Chairperson closed the meeting at 13:10 on 23rd November 2021. She thanked the delegations for their contributions.

APPENDIX I: List of Documents and Agenda of the 13th Standing Committee on Administration and Finance

DOC/SCAF/00/2021



LIST OF DOCUMENTS FOR 13th ANNUAL MEETING OF THE STANDING COMMITTEE on ADMINISTRATION & FINANCE (SCAF) - 2021

CHAIRPERSON: Me. Graca d'Almeida (Namibia 2020-2021)

VENUE: Virtual

VICE-CHAIR: Norway – no longer a CP

DATE: 23 November 2021

Document Ref. Number	Agenda Item	Document Title	Provider	Availability of Document
DOC/SCAF/00/2021	All	List of Documents	Secretariat	Available before meeting
DOC/SCAF/01/2021	All	Provisional Agenda of the 13 th Meeting of SCAF	Secretariat	Available before meeting
DOC/SCAF/02/2021	All	Provisional Annotated Agenda of the 13 th Meeting of SCAF	Secretariat	Available before meeting
DOC/SCAF/03/2021	5	Annual Financial Statements 2020	Auditors/Secretariat	Available before meeting
DOC/SCAF/04/2021	5	Auditors' Management Letter 2020	Auditors/Secretariat	Available before meeting
DOC/SCAF/05/2021	6	Executive Secretary's Report on Administration & Finance	Secretariat	Available before meeting
DOC/SCAF/06/2021	7	Provisional 2022 & 2023 forecast budget	Secretariat	Available before meeting
DOC/SCAF/07/2021	7	Provisional 2022 & 2023 forecast budget explanatory notes	Secretariat	Available before meeting
DOC/SCAF/08/2021	8	Contribution of Contacting Parties	Secretariat	Available before meeting

DOC/SCAF/01/2021

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	South East Atlantic Fisheries Organisation (SEAFO)

**PROVISIONAL AGENDA FOR THE 13TH ANNUAL MEETING OF THE STANDING
COMMITTEE ON ADMINISTRATION & FINANCE (SCAF) - 2021**

CHAIRPERSON: Me. Graca d'Almeida (Namibia 2020-2021)

VENUE: Virtual

VICE-CHAIR: Norway – no longer a CP

DATE: 23 November 2021

Item	Agenda Item	Working Document
1	Opening of meeting by Chairperson	
2	Appointment of rapporteur	
3	Adoption of Agenda and meeting arrangements	DOC/SCAF/00/2021 DOC/SCAF/01/2021 DOC/SCAF/02/2021
4	Introduction of Delegations	
5	Presentation of the 2020 Audit Report	DOC/SCAF/03/2021 DOC/SCAF/04/2021
6	Presentation of the Executive Secretary's Report on Administration & Finance	DOC/SCAF/05/2021
7	Approval of 2022 Provisional & 2023 forecast Budget	DOC/SCAF/06/2019 DOC/SCAF/07/2019
8	Contribution by Contracting Parties	DOC/SCAF/08/2019
9	Election of Chair & Vice-chair	
10	Any other matters	
11	Venue & date of next meeting	
12	Adoption of the 2021 Standing Committee on Admin & Finance Report	
13	Closure of meeting	

DOC/SCAF/02/2021



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South East Atlantic Fisheries Organisation (SEAFO)

**PROVISIONAL ANNOTATED AGENDA FOR THE 13TH ANNUAL MEETING OF THE
STANDING COMMITTEE ON ADMINISTRATION & FINANCE (SCAF) –**

CHAIRPERSON: Me. Graca d'Almeida (Namibia 2020-)
VICE-CHAIR: Norway – no longer a CP

VENUE: Virtual
DATE: 23 November 2021

- 1. Opening of the meeting**
The Chair will open the meeting and welcome all present.
- 2. Appointment of Rapporteur**
The Chair will ensure the appointment of a rapporteur who will take the minutes during the SCAF meeting.
- 3. Adoption of Agenda and meeting arrangements**
The Chair may permit any discussion and consideration of proposals concerning the Provisional Agenda. Delegations will review and adopt the Agenda ([DOC/SCAF/00/2021](#); [DOC/SCAF/01/2021](#) & [DOC/SCAF/02/2021](#)).
- 4. Introduction of Parties' Delegations**
The Heads of Delegations will introduce their members to the committee.
- 5. Presentation of the 2020 Audit Report**
The Executive Secretary will present the 2020 audit report ([DOC/SCAF/03/2021](#)) and the Report to the Management ([DOC/SCAF/04/2021](#)). The Committee will take note of the report and make recommendations where required on matters emanating from the Reports.
- 6. Presentation of the Executive Secretary's Report on Administration and Finance**
The Executive Secretary will present the report on Administration and Finance ([DOC/SCAF/05/2021](#)) covering the period from January 2021 to September 2021. The Committee will discuss and make decisions as required on matters emanating from the Executive Secretary's Report.
- 7. Approval of the Provisional 2022 Budget and 2023 Forecast Budget**
The executive Secretary will present the Provisional 2022 and Forecast Budget ([DOC/SCAF/06/2021](#)) as well as the explanatory notes ([DOC/SCAF/07/2021](#)) prepared for the meeting. The Committee will discuss/amend and approve the 2022 budget.
- 8. Contribution by Parties**
The Committee shall take note of the contribution allocation of the various Contracting Parties on the approved 2022 budget ([DOC/SCAF/08/2021](#)).

DOC/SCAF/02/2021

9. Election of Chair and Vice-Chair

The Committee will elect a new Chair and Vice-Chair to serve for a 2-year term or renew the 2 year term of the current Chair and appoint a new Vice-Chair.

10. Any other matters

Any other matters will be discussed.

11. Venue and date of next meeting

The Committee will agree on the date and place of the next meeting.

12. Adoption of the SCAF Report

The Committee will review and adopt the report which will be presented by the SCAF Chair to the Commission.

13. Closure of meeting

The Chair will declare the closure of the meeting after all items have been concluded.

APPENDIX II: List of Participants**CHAIRPERSON****Graca B. D'ALMEIDA**

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Appendix III: Provisional 2022 and 2023 Forecasted Budget

DOC/SCAF/06/2021/AMEND

PROVISIONAL 2022 BUDGET and 2023 FORECAST BUDGET								
Inflation rate = 3.5 - 4%								
Vote	Description	Approved Budget 2021	Actual 2020	Estimated Expenditures Jan-Dec 2021	Provisional Budget 2022	Change %	Forecast Budget 2023	Change %
Communication								
4310/000	Rental & Maint - Switchboard	13,012.08	11,968.20	11,968.20	12,500.00	-4%	13,375.00	7%
4315/000	Rental & Maint - Copier/Fax	16,425.40	11,496.48	9,490.98	7,123.00	-57%	7,621.61	7%
4600/000	Telephone and Fax	7,000.00	4,715.47	5,325.94	5,592.24	-20%	5,983.69	7%
		36,437.48	28,180.15	26,785.12	25,215.24	-31%	26,980.30	7%
Computer Services								
3300/000	Computer Expenses	10,000.00	11,909.61	3,079.00	5,000.00	-50%	5,000.00	0%
3307/000	Maintenance and Support	10,000.00	-	10,000.00	10,000.00	0%	10,000.00	0%
3301/000	Software Upgrades	8,500.00	5,080.00	4,425.00	6,000.00	-29%	6,420.00	7%
3302/000	Internet lease Line	30,807.01	20,688.60	18,410.99	19,000.00	-38%	20,330.00	7%
3303/000	Website Hosting & Support	170,000.00	148,548.33	170,000.00	170,000.00	0%	170,000.00	0%
3305/000	Cloud services	10,000.00	8,493.79	9,343.17	10,000.00	0%	10,700.00	7%
6250/010	Hardware	15,000.00	-	7,199.00	-	-100%	-	0%
		254,307.01	194,720.33	222,457.16	220,000.00	-13%	222,450.00	1%
Meetings & Conferences								
4070/000	Meetings Venue	396,584.32	732.61	65,000.00	-	-100%	200,000.00	0%
4070/001	Meetings Flights	-	-	-	-	0%	-	0%
4070/002	Meetings Accommodation	-	-	-	-	0%	-	0%
4070/003	Meetings Road	-	-	-	-	0%	-	0%
4070/004	Meeting Assistance	95,000.00	54,560.87	90,000.00	90,000.00	-5%	90,000.00	0%
		491,584.32	55,293.48	155,000.00	90,000.00	-82%	290,000.00	222%
Operational Expenses								
3000/000	Accounting Fees	179,568.62	170,718.00	179,945.60	179,568.62	0%	179,568.62	0.0%
3050/000	Advertising & Promotions	5,000.00	-	-	5,000.00	0%	5,000.00	0%
3200/000	Bank Charges	23,550.25	29,135.66	28,618.41	24,000.00	2%	24,000.00	0%
3355/000	Contingency	10,000.00	-	3,000.00	3,000.00	-70%	3,000.00	0%
3400/000	Courier & Postage	7,789.20	4,703.67	3,138.40	4,000.00	-49%	4,000.00	0%
3700/000	Entertainment	8,033.03	-	-	-	-100%	-	0%
3850/000	Insurance	28,010.88	32,744.99	21,938.33	16,000.00	-43%	16,000.00	0%
4200/000	Stationary	4,950.00	518.15	2,000.00	3,000.00	-39%	3,000.00	0%
4500/000	Office expenses	6,420.00	2,488.90	5,231.84	6,000.00	-7%	6,000.00	0%
6300/010	Office Equipment @ cost	-	42,799.13	-	-	0%	-	0%
		273,321.98	283,108.50	243,872.58	240,568.62	-12%	240,568.62	0%
Other Travel								
4650/000	Travel Flights	133,750.00	35,126.99	-	35,000.00	-74%	35,000.00	0%
4651/000	Travel Accommodation	219,350.00	32,242.31	-	35,000.00	-84%	35,000.00	0%
4652/000	Travel Road	15,000.00	4,096.70	-	5,000.00	-67%	5,000.00	0%
		368,100.00	71,466.00	-	75,000.00	-80%	75,000.00	0%
Performance Review								
3150/000	Performance Review	-	-	-	-	0%	343,837.76	0%
		-	-	-	-	0%	343,837.76	0%

Vote	Description	Approved 2021	Actual 2020	Estimated Jan-Dec 2021	Provisional 2022	Increase %	Forecast 2023	Increase %
Printing & Translations								
4051/000	Report & Translations	50,000.00	34,118.25	30,000.00	31,500.00	-37%	31,500.00	0%
4050/000	Printing	2,000.00	-	-	2,000.00	0%	2,000.00	0%
		52,000.00	34,118.25	30,000.00	33,500.00	-36%	33,500.00	0%
Provisions for future expenses								
9400/000	Employee Benefit Reserve	260,256.41	500,149.84	260,256.41	265,776.68	2%	180,788.52	-32%
	Scientific Committee	-	-	-	-	0%	-	2%
		260,256.41	500,149.84	260,256.41	265,776.68	2%	180,788.52	-32%
Secretariat Training								
3320/000	Training	-	18,393.39	5,739.13	-	0%	-	0%
		-	18,393.39	5,739.13	-	0%	-	0%
Staff Remuneration								
4400/001	Salaries Paid Cash	1,557,451.55	1,524,672.88	1,557,451.55	1,604,462.72	3%	1,652,890.83	3%
4400/002	P.A.Y.E.	610,066.63	592,343.25	610,066.64	654,356.26	7%	681,688.00	4%
4400/003	SSC - Company Contribution	1,944.00	4,158.12	1,944.00	1,944.00	0%	1,944.00	0%
4400/003	Employee Compensation Fund	600.00	-	600.00	600.00	0%	600.00	0%
4410/001	Car Allowance	36,607.86	35,854.92	36,607.85	37,721.00	3%	38,905.00	3%
		2,206,670.04	2,157,029.17	2,206,670.04	2,299,083.98	4%	2,376,027.83	3%
Temporary Staffing								
4700/000	Wages - Casual	14,616.98	8,647.09	11,212.46	11,660.96	-20%	12,127.40	4%
	Social Security Contribution	247.30	225.12	252.00	252.00	2%	269.64	7%
		14,864.28	8,872.21	11,464.46	11,912.96	-20%	12,397.04	4%
Investment								
	Interest of 3% per year				-170,000.00		-170,000.00	
Total Budget		3,957,541.52	3,351,331.32	3,162,244.90	3,091,057.48	-22%	3,631,550.07	17%

Appendix V: Contribution Calculations 2022

DOC/SCAF/08/2021/AMEND

CONTRIBUTION CALCULATION ON PROVISIONAL BUDGET OF 2022

Provisional Budget 2022	3,091,057.48	Angola	EU	Japan	Korea	Namibia	Norway	South Africa
Contribution for 2022								
30% Countries sharing equal	927,317.24	154,552.87	154,552.87	154,552.87	154,552.87	154,552.87	0.00	154,552.87
60% shared on GDP	1,854,634.49							
75% Developed Countries (EU, Japan, Korea & Norway)			463,658.62	463,658.62	463,658.62			
25% Developing Countries (Angola, Namibia & South Africa)		154,552.87				154,552.87		154,552.87
10% Active Fishing Countries (EU, Japan & Namibia)	309,105.75		154,552.87	154,552.87				
	3,091,057.48	309,105.75	772,764.37	772,764.37	618,211.50	309,105.75	0.00	309,105.75
Balance of 21 October 2021								
Outstanding contribution for 2020	1,013,739.35	367,479.86			646,259.49			
Overpayment for 2020	50,417.27			29,165.10	10,949.85		10,302.32	
2021 Contribution to pay	3,957,541.51	367,486.00	746,750.39	746,750.39	614,832.34	499,404.05	614,832.34	367,486.00
Payment received during 2021	3,939,598.27	690,805.57	746,750.39	702,512.54	1,239,372.29		560,157.48	
BALANCE	981,265.32	44,160.29	0.00	15,072.75	10,769.69	499,404.05	44,372.54	367,486.00
<i>Negative balance - Overpayment</i>								
<i>Positive balance - Underpayment</i>								
Final Contribution	4,072,322.80	353,266.04	772,764.37	787,837.12	628,981.19	808,509.80	44,372.54	676,591.75