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**Graca de Almeida**

**Chairperson of SEAFO Standing Committee on Administration  
and Finance**

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## **REPORT OF THE 6<sup>th</sup> ANNUAL MEETING OF THE STANDING COMMITTEE**

### **ON ADMINISTRATION AND FINANCE (SCAF)**

Windhoek, Namibia 01 to 05 December 2014

#### **1. Opening of the meeting**

The Chairperson, Ms. D`Almeida, from Namibia, opened the meeting and welcomed all delegates.

#### **2. Appointment of Rapporteur**

Mr. Stanley Ndara from the Ministry of Fisheries and Marine Resources (Namibia) volunteered to take minutes and all Contracting Parties agreed.

#### **3. Adoption of agenda and meeting arrangements**

The agenda was adopted without any additions or alterations.

#### **4. Introduction of Parties Delegation**

The Heads of Delegations introduced their members.

- 4-1.1. Angola - Dr. Dielobaka Ndombele and Mr. Domingos Azevedo
- 4-1.2. Japan – Mr. Hyroe Suzuki, Mr. Masanori Wada and Mr. Yasuhito Ueda
- 4-1.3. EU – Mr. Orlando Fachada
- 4-1.4. Oorea – Mr. Chungmo Jung and Ms. Jiwon Yoon
- 4-1.5. Namibia – Mr. Titus Iilende and Mr. Beau Tjizoo
- 4-1.6. Norway – Mr. Kristoffer Bjorklund
- 4-1.7. South Africa - Mr. Saasa Pheeha

#### **5. 2014 Audit Report**

The Executive Secretary presented the 2013 audit report and it was explained that the Secretariat had prepared all that was required and in accordance with international auditing standards. SCAF has noted that the audit report is unqualified.

#### **6. Executive Secretary's Report on Administration and Finance**

The Secretariat presented an overview of the Administration and Finance Report. Reflecting on the finances of the Commission, the Executive Secretary pointed out that all activities for the period under review were addressed. Furthermore, attention was called to an audit report of the budget by PricewaterhouseCoopers, which did not identify any irregularities nor any further matters to address.

The Executive Secretary reported that all Contracting Parties had made their contributions at the time of the compilation of the 2014 Administrative and Finance report with the exception of Namibia. However, the Secretariat pointed out that as of recent Namibia had paid their dues. The Secretariat further pointed out that some CP`s have over-paid their contributions whilst others have under-paid. These differences will be calculated and the Contracting Parties shall be informed accordingly when their next contributions are due. Korea raised a

concern that they were under the impression that they had paid their contributions in full and wanted to know the cause of the discrepancies. The Secretariat and Korea were tasked to investigate this disparity.

The Executive Secretary reported that Secretariat staff performed exceptionally well and requested for a 5% compensatory salary increase based on performance and a further 6.1% increase based on cost of living. He furthermore requested an additional 5% increase for the Data Manager based on additional duties to be performed. After deliberations, the Committee resolved on a 5% increase to the Database Manager. For all staff members the Committee resolved on an increment of 5.6%, based on the inflation rate in Namibia in 2013. The Committee has noted that the budget may increase if the requests made by the SC and the Compliance Committee for additional funding as well as costs of the Performance Review are approved by the Commission. The Executive Secretary adjusted the budget accordingly.

#### **7. Approval of the proposed 2015 budget and 2016 forecast budget**

The Executive Secretary presented the proposed 2015 budget and indicated that most votes were adjusted with 10% from 2014 budget allocation, except where reflected in the corresponding budget. The Committee reviewed the budget proposed by the Secretariat and adopted a draft budget for consideration by the Commission (Annex II).

#### **8. Contributions by Parties**

Contributions by parties were calculated based on the formula adopted in the 2009 Commission meeting. All parties agreed to the amounts as it matched all Contracting Parties budgetary provisions (Annex III).

#### **9. Proposal of new auditors**

The Executive Secretary informed the Committee that only one proposal was received and presented the proposal from PricewaterhouseCoopers.

The Committee was concerned that only one proposal was received, but given the circumstances, agreed to recommend with the continuation of PricewaterhouseCoopers as auditors. The Secretariat was reminded to encourage other auditing firms to apply in the future.

#### **10. Any other matters**

None

#### **11. Election of Chair and Vice Chairpersons**

The Committee applied the rule of alphabetic rotation. Norway and Japan agreed to take up the Chairperson and Vice Chairperson positions, respectively. Norway will communicate the name of the Chairperson at a later stage. The outgoing Chairpersons and delegations both expressed their gratitude and satisfaction with the conduct and proceedings of SCAF over the past 4 (four) years.

#### **12. Adoption of the SCAF report**

The Committee reviewed and adopted the report.

#### **13. Venue and date of next meeting**

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

#### **14. Closure of meeting**

The Chairperson closed the meeting on the 02<sup>nd</sup> December 2014 in good faith at around 18h31.

## ANNEX 1

## LIST OF DELEGATES SCAF

### CHAIRPERSON

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# Annex II

## REVIEW 2014 BUDGET AND PROVISIONAL 2015 BUDGET and 2016 FORECAST BUDGET

Inflation  
Adjustment

0.1

Budgetline	Activity description	Allocation	Expenditure	% spending	Allocation	% increase	Forecast
		2014	2014		2015		2016
<b>Staff Costs</b>							
4400/001	Salaries Paid Cash	1,851,459.00	1,853,771.86	100.12	<a href="#">1,995,759.26</a>	7.79	2,217,288.54
4400/002	P.A.Y.E.	351,300.50	317,158.93	90.28	<a href="#">326,959.24</a>	-6.93	359,655.16
4400/003	Social Security	3,888.00	4,248.60	109.27	3,888.00	0.00	3,888.00
	<b>Sub Total</b>	<b>2,206,409.03</b>	<b>2,175,179.39</b>	<b>98.58</b>	<b>2,326,606.50</b>	<b>5.45</b>	<b>2,580,831.70</b>
4410/004	Car Allowance	25,429.60	21,190.00	83.33	26,853.66	5.60	28,357.46
	<b>Total</b>	<b>2,231,838.63</b>	<b>2,196,369.39</b>	<b>98.41</b>	<b>2,353,460.16</b>	<b>5.45</b>	<b>2,609,189.16</b>
<b>Temporary Staffing</b>							
3100/000	Consultant	0.00	0.00	0.00	0.00	0.00	0.00
4700/000	Wages - Casual	46,000.00	41,858.83	91.00	48,576.00	5.60	51,296.26
	<b>Sub Total</b>	<b>46,000.00</b>	<b>41,858.83</b>	<b>91.00</b>	<b>48,576.00</b>	<b>5.60</b>	<b>51,296.26</b>
<b>Employee Benefits</b>							
9400/001	Installation Grant	93,750.00	0.00	0.00	<a href="#">61,118.53</a>		61,118.53
9400/002	Removal Expenses	93,750.00	0.00	0.00	<a href="#">29,133.58</a>		29,133.58
	Repatriation Removal Expenses				<a href="#">91,429.85</a>		91,429.85
9400/003	Expenses	93,750.00	0.00	0.00			
9400/004	Home Leave - Travel	93,750.00	159,508.50	170.14	<a href="#">35,766.12</a>		35,766.12
9400/005	External Travel	93,750.00	0.00	0.00	<a href="#">15,651.55</a>		15,651.55
9400/006	Leave Pay Provision	93,750.00	0.00	0.00	<a href="#">86,161.01</a>		86,161.01
9400/007	Severance Pay Provision	93,750.00	0.00	0.00	<a href="#">211,927.58</a>		211,927.58
9400/008	Mortality Allowance	93,750.00	0.00	0.00	<a href="#">218,811.78</a>		218,811.78
	<b>Total</b>	<b>750,000.00</b>	<b>159,508.50</b>	<b>21.27</b>	<b>750,000.00</b>		<b>750,000.00</b>
<b>Operational Expenses</b>							
3000/000	Accounting Fees	62,000.00	56,517.12	91.16	49,163.00	-20.70	54,079.30
3050/000	Advertising & Promotions	13,000.00	11,935.30	91.81	14,300.00	10.00	15,730.00
3200/000	Bank Charges	13,200.00	7,169.66	54.32	14,520.00	10.00	15,972.00
3330/000	Overtime	5,000.00	0.00	0.00	5,500.00	10.00	6,050.00
3355/000	Contingency	8,900.00	11,523.91	129.48	9,790.00	10.00	9,790.00
3400/000	Courier & Postage	2,000.00	4,847.05	242.35	2,200.00	10.00	2,200.00
3700/000	Entertainment	6,500.00	3,109.50	47.84	7,150.00	10.00	7,865.00
3850/000	Insurance	17,700.00	16,248.85	91.80	19,470.00	10.00	21,417.00
4200/000	Stationary	8,900.00	11,614.15	130.50	9,790.00	10.00	10,769.00
4500/000	Office expenses	5,830.00	5,024.73	86.19	6,413.00	10.00	7,054.30
6300/000	Office Equipment	1,000.00	0.00	0.00	10,000.00	900.00	11,000.00
	<b>Total</b>	<b>144,030.00</b>	<b>127,990.27</b>	<b>88.86</b>	<b>148,296.00</b>	<b>2.96</b>	<b>161,926.60</b>
<b>Computer Services</b>							
3300/000	Computer Expenses	3,300.00	9,079.21	275.13	3,630.00	10.00	3,993.00
3301/000	Software	30,000.00	27,443.51	91.48	33,000.00	10.00	36,300.00
3302/000	Internet lease Line	50,000.00	56,189.47	112.38	55,000.00	10.00	60,500.00

3303/000	Rent - Domain Name	4,300.00	4,009.47	93.24	4,300.00	0.00	4,730.00
6250/010	Hardware	70,000.00	34,502.62	49.29	25,000.00	-64.29	27,500.00
	<b>Total</b>	<b>157,600.00</b>	<b>131,224.28</b>	<b>83.26</b>	<b>120,930.00</b>	<b>-23.27</b>	<b>133,023.00</b>

#### Fisheries Monitoring

3304/000	VMS - Related Costs	0.00	0.00	0.00	0.00		0.00
	<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>

#### Training Secretariat Support

3320/000	Training	25,300.00	21,687.13	85.72	27,830.00	10.00	30,613.00
	<b>Total</b>	<b>25,300.00</b>	<b>21,687.13</b>	<b>85.72</b>	<b>27,830.00</b>	<b>10.00</b>	<b>30,613.00</b>

#### Performance Review

**Perf. Review**  
**Total**

<b>150,000.00</b>	<b>150,000.00</b>
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#### Printing

4051/000	Reports and Translation	54,000.00	33,687.19	62.38	59,400.00	10.00	65,340.00
4052/000	Printing	15,200.00	14,363.37	94.50	16,720.00	10.00	18,392.00
	<b>Total</b>	<b>69,200.00</b>	<b>48,050.56</b>	<b>69.44</b>	<b>76,120.00</b>	<b>10.00</b>	<b>83,732.00</b>

#### Communication

4310/000	Rental & Maintenance Switchboard	13,200.00	7,518.44	56.96	14,520.00	10.00	15,972.00
4315/000	Maintenance Copier/Fax	10,300.00	7,799.39	75.72	11,330.00	10.00	12,463.00
4600/000	Telephone and Fax	67,600.00	59,000.84	87.28	74,360.00	10.00	81,796.00
	<b>Total</b>	<b>91,100.00</b>	<b>74,318.67</b>	<b>81.58</b>	<b>100,210.00</b>	<b>10.00</b>	<b>110,231.00</b>

#### Meetings

4070/000	Meetings & Conferences	313,500.00	175,864.59	56.10	344,850.00	10.00	379,335.00
4070/001	Meetings Flights	0.00	0.00	0.00	0.00	0.00	0.00
4070/002	Meetings Accommodation	110,000.00	152,930.00	139.03	121,000.00	10.00	133,100.00
4070/003	Meetings Road	20,000.00	23,578.04	117.89	22,000.00	10.00	24,200.00
	<b>Total</b>	<b>443,500.00</b>	<b>352,372.63</b>	<b>79.45</b>	<b>487,850.00</b>	<b>10.00</b>	<b>536,635.00</b>

#### Ad Hoc Meeting

4080/000	<b>FIRMS/CWP</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	100,000.00		<b>0.00</b>
	<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	100,000.00		<b>0.00</b>

#### Other Travel

4650/000	Travel Flights	155,500.00	88,028.64	56.61	221,050.00	42.15	243,155.00
4651/000	Travel Accommodation	90,000.00	90,694.21	100.77	139,000.00	54.44	152,900.00
4652/000	Travel Road	48,800.00	31,623.94	64.80	53,680.00	10.00	59,048.00
	<b>Total</b>	<b>294,300.00</b>	<b>210,346.79</b>	<b>71.47</b>	<b>413,730.00</b>	<b>40.58</b>	<b>455,103.00</b>

#### Petty Cash

8300/000	Petty cash	8,300.00	0.00	0.00	9,130.00	10.00	10,043.00
	<b>Total</b>	<b>8,300.00</b>	<b>0.00</b>	<b>0.00</b>	<b>9,130.00</b>	<b>10.00</b>	<b>10,043.00</b>

**TOTAL EXPENDITURE**      **4,261,168.63**    **3,363,727.05**      **78.94**    **4,786,132.16**      12.32    **4,931,792.02**

#### INCOME

Contributions by Parties      **4,786,132.16**



# Annex III

30% Countries sharing equal

\$ 205,119.95

60% shared on GDP

\$ 2,871,679.29 75% Developed Countries (EU, Japan, Korea, Norway)

\$ 538,439.87

25% Developing Countries (Angola, Namibia, South Africa)

\$ 239,306.61

10% Active Fishing Countries (Japan, Korea, Namibia, South Africa)

\$ 119,653.30

Angola	EU	Japan	Korea	Namibia	Norway	South Africa
\$ 444,426.56	\$ 743,559.82	\$ 863,213.12	\$ 863,213.12	\$ 564,079.86	\$ 743,559.82	\$ 564,079.86

Over, under payments and arrears

Angola	EU	Japan	Korea	Namibia	Norway	South Africa
\$ 44,306.90	\$ (993.28)	\$ (13,106.16)	\$ (58,730.33)	\$ -	\$ (15,552.14)	\$ (614.00)

Finale 2015 Contribution after reconciliation for over and under payments and arrears.

Angola	EU	Japan	Korea	Namibia	Norway	South Africa
\$ 400,119.66	\$ 744,553.10	\$ 876,319.28	\$ 921,943.45	\$ 564,079.86	\$ 759,111.96	\$ 564,693.86

Budget

4,786,132.16