



SOUTH EAST ATLANTIC FISHERIES ORGANISATION

REPORT OF THE 17TH ANNUAL MEETING OF THE STANDING COMMITTEE ON ADMINISTRATION AND FINANCE (SCAF) - 2025

25 November 2025
Virtual & Swakopmund Sands Hotel
Swakopmund
NAMIBIA

The Secretariat

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A handwritten signature in dark ink, appearing to read 'W Rooifontein', is shown within a white rectangular box with rounded corners.

Mr. Wickness ROOIFONTEIN (Rep of South Africa)

Chairperson of SEAFO Standing Committee on
Administration and Finance

Email: wrooifontein@dffe.gov.za

**REPORT OF THE 17TH ANNUAL MEETING OF THE STANDING COMMITTEE ON
ADMINISTRATION AND FINANCE (SCAF)
25 November 2025**

1. Opening of the meeting

The Chair, Mr. Wickness Rooifontein (Republic of South Africa) opened the meeting and welcomed all delegates and expressed his wishes for a productive and efficient meeting.

The Republic of South Africa noted that technical support should be available in the physical room for the next hybrid meeting to assist with connection to the online meeting.

2. Appointment of Rapporteur

The Secretariat was appointed as rapporteur for the meeting.

3. Adoption of agenda and meeting arrangements

The agenda ([DOC/SCAF/01/2025](#)) was adopted with the addition of Agenda Item 7.3 from the Republic of South Africa on the issue of Capacity building for Contracting Party members ([Appendix I](#)).

The Republic of South Africa took note of the ES physical presence in the meeting room and requested that this be standard for all future hybrid meetings.

4. Introduction of Parties' Delegations

The Heads of Delegation introduced their members to SCAF ([Appendix II](#)). It was noted that the Republics of Angola and Korea were not represented in the meeting.

5. Presentation of the 2024 Audit Report

The Executive Secretary (ES) presented the 2024 audit report ([DOC/SCAF/03/2025](#)) and the Report to Management from the Auditors ([DOC/SCAF/04/2025](#)).

SCAF accepted the auditor's opinion that the financial statements present fairly, in all material respects, the financial position of SEAFO as on 31 December 2024, and its financial performance and cash flows for the year then ended in accordance with the basis of accounting. SCAF also noted that the auditors further reported that the audit evidence they have obtained is sufficient and appropriate to provide a basis for their opinion.

After discussions on the current practice of carry-over of 30 days leave at the end of the leave cycle for Secretariat staff members, the members agreed that the current provision in the SEAFO Staff rules which does not specify for the leave to be taken within a certain time period should remain as is.

ACTION: SCAF agreed to recommend to the Commission to accept the Audited Annual Financial Statements for the 2024 financial year.

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

The Executive Secretary presented the report on Administration and Finance ([DOC/SCAF/05/2025 v1\(11 Nov 25\)](#)) covering the period from January to September 2025.

Projected cashflow statement shows that with cash equivalents and members' contribution expected, SEAFO will be able to cover all its financial commitments for 2026 with a remaining surplus of N\$ 6,698,573.72 (which excludes the employee benefit reserves and other reserves).

An overview of the financial position of SEAFO was presented for the time from 2005 to the end of 2024. From this the Contracting Parties noted that the Net Worth of SEAFO increased over the past five years up to the end of 2022 and remains more or less the same since then.

The Republic of South Africa congratulated the Executive Secretary on an excellent report and acknowledged the extensive behind-the-scenes work with international organizations that often goes unnoticed.

The Republic of South Africa proposed that all reports related to the Executive Secretary's participation in international meetings and engagements be shared with Heads of Delegation, in line with established practice and for transparency. The Republic of South Africa further suggested that the Secretariat prepare a brief 1–2-page summary for each meeting, outlining the purpose, key outcomes, and relevance to SEAFO. The Republic of South Africa emphasized that formally documenting this work is essential for SEAFO's institutional memory and for ensuring appropriate recognition of the extensive work undertaken by the Secretariat.

ACTION: SCAF noted the report by the ES on Finance and Administration.

7. Any other matters

7.1 Review of the 2016 Performance Review report relevant to SCAF

The ES prepared a document ([DOC/SCAF/09/2025](#)) which reviews the outstanding proposals from the 2016 PR relevant to SCAF for discussion as requested by the Commission in 2022. This report addressed long-standing recommendations from SEAFO's 2016 performance review that had remained unresolved for nearly 10 years.

EU indicated that current salary levels are competitive for Namibia/Swakopmund context, suggesting maintaining current rates with annual inflation adjustments rather than adopting UN salary scales. The Committee concluded that existing staff regulations and salary structures are adequate for SEAFO's size.

The Republic of South Africa proposed conducting a new performance review, noting the organization's good financial position (N\$300,000 estimated cost) and emphasizing that nearly 10 years had passed since the last review. Members agreed to terms of reference and a proposed budget to be drafted by the Executive Secretary with member input before the next SCAF meeting.

ACTION: ES to prepare ToR and budget for a new Performance Review of SEAFO and members to give input before the next SCAF meeting.

7.2 Review of the RFMO support of developing countries to attend intersessional and annual meetings.

The ES prepared an overview of practices followed by other RFMOs and presented it to the meeting ([DOC/SCAF/10/2025](#)).

The matter was noted by members as an informational item, with the understanding that SEAFO's existing Special Requirements Fund adequately addresses the policy objective, pending future voluntary contributions to make it financially operational again.

7.3 Capacity Building for Contracting Member States

This agenda item was added by the Republic of South Africa to address capacity building needs, particularly inspector training, similar to support previously requested by Angola.

This agenda item was introduced by the Republic South Africa to address capacity-building needs, particularly in inspector training, like support previously requested by Angola.

Republic of South Africa requested that the Executive Secretary engage with the FAO Deep Sea Fisheries (DSF) Project to explore the possibility of financially supporting and hosting training workshops in the Republic of South Africa and Angola, ensuring more equitable capacity building across developing coastal contracting parties.

The Republic of South Africa agreed to prepare a detailed proposal for inspector training focused on international fisheries, RFMO procedures, and monitoring, control, and surveillance (MCS) capacity building. The Executive Secretary is requested to facilitate and forward this request to the DSF Project during the coming year.

8. Approval of the Provisional 2026 Budget and 2027 forecast Budget

The Executive Secretary presented an overview of the provisional 2026 and the 2027 forecast budgets ([DOC/SCAF/06/2025-v1\(18 Oct 25\)](#)) and the explanatory notes ([DOC/SCAF/07/2025-v1\(18 Oct 25\)](#)).

EU praised the budget preparation, noting the overall increase aligns with Namibia's inflation rate and emphasized this alignment with inflation rates is a priority for the EU across all RFMOs.

The SCAF accepted the proposed 3,44 % increase of the staff salaries to accommodate the inflation rate in Namibia which was noted to be an average for the period from September 2024 to August 2025.

The interest of NAD 548,389 received over the past 12 months (Sep 2024 to Aug 2025) on the Unit trust investment was deducted from the proposed budget.

SCAF agreed to the budget for 2026 amounting to NAD 3,270,656.99 which is an increase of 3.6% of the 2025 budget.

ACTION: SCAF agreed to the provisional budget for 2026 of NAD 3,270,656.99 and the forecast budget for 2027 of NAD 3,390,113.31 ([Appendix III](#)) and recommends that the Commission approves the budget.

9. Contributions by Parties

Contributions by Parties were calculated for the agreed budget amounting to NAD 3,270,656.99 ([Appendix IV](#)). SCAF agreed to the contributions for 2026 and recommends that the Commission approves the Contributions by Parties.

ACTION: SCAF agreed to the contributions for 2026 and recommends that the Commission approves the Contributions by Parties.

10. Venue and date of next meeting

The next SCAF meeting will coincide with the next Commission meeting and will therefore be decided by the Commission.

11. Adoption of the 2025 SCAF Report

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

12. Closure of meetings

The Chairperson closed the meeting at 15:20 on the 25th of November 2025. He thanked the delegations for their contributions and the Secretariat for their contribution.

APPENDIX I: List of Documents and Agenda of the 17th SCAF Meeting**DOC/SCAF/00/2025****The Secretariat**

Physical Address: 1 Strand Street, NatMirc, Swakopmund, Namibia

Phone: + 264 (64) 406-885 • Fax: + 264 (64) 406-884 • Email: info@seafo.org • Website: www.seafo.org**South East Atlantic Fisheries Organisation (SEAFO)****LIST OF DOCUMENTS FOR 17th ANNUAL MEETING OF THE STANDING COMMITTEE
on ADMINISTRATION & FINANCE (SCAF) - 2025****CHAIRPERSON:** Mr. W ROOIFONTEIN (Rep. of South Africa 2025 - 2026)**VICE-CHAIR:** (Rep. of ANGOLA 2025 – 2026)**VENUE:** Virtual & Sands Hotel, Swakopmund**DATE:** 25 Nov 2025

Document Ref. Number	Agenda Item	Document Title	Provider	Availability of Document
DOC/SCAF/00/2025	All	List of Documents	Secretariat	Before meeting
DOC/SCAF/01/2025	All	Provisional Agenda of the 17 th Meeting of SCAF	Secretariat	Before meeting
DOC/SCAF/02/2025	All	Provisional Annotated Agenda of the 17 th Meeting of SCAF	Secretariat	Before meeting
DOC/SCAF/03/2025	5	Audited Annual Financial Statements for 2024	Auditors/Secretariat	Before meeting
DOC/SCAF/04/2025	5	Auditors' Management Letter	Auditors/Secretariat	Before meeting
DOC/SCAF/05/2025	6	Executive Secretary's Report on Administration & Finance	Secretariat	Before meeting
DOC/SCAF/06/2025-v1(18 Oct 25)	8	Provisional 2026 & 2027 forecast budget	Secretariat	Before meeting
DOC/SCAF/07/2025-v1(18 Oct 25)	8	Provisional 2026 & 2027 forecast budget explanatory notes	Secretariat	Before meeting
DOC/SCAF/08/2025-v1(18 Oct 25)	9	Contribution of Contracting Parties	Secretariat	Before meeting
DOC/SCAF/09/2025	7.1	Review of the 2016 Performance Review Report relevant to SCAF	Secretariat	Before meeting
DOC/SCAF/10/2025	7.2	Review of RFMO support of developing countries to attend intersessional and annual meetings	Secretariat	Before meeting

DOC/SCAF/01/2025



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South East Atlantic Fisheries Organisation (SEAFO)

PROVISIONAL AGENDA FOR THE 17TH ANNUAL MEETING OF THE STANDING COMMITTEE ON ADMINISTRATION & FINANCE (SCAF) – 2025

CHAIRPERSON: Mr. W ROOIFONTEIN (Rep. of South Africa 2025 - 2026)**VICE-CHAIR:** (Rep. of ANGOLA 2025 – 2026)**VENUE:** Virtual & Sands Hotel, Swakopmund**DATE:** 25 Nov 2025

Item	Agenda Item	Working Document
1	Opening of meeting by Chairperson	
2	Appointment of rapporteur	
3	Adoption of Agenda and meeting arrangements	DOC/SCAF/00/2025 DOC/SCAF/01/2025 DOC/SCAF/02/2025
4	Introduction of Delegations	
5	Presentation of the 2024 Audit Report	DOC/SCAF/03/2025 DOC/SCAF/04/2025
6	Presentation of the Executive Secretary's Report on Administration & Finance	DOC/SCAF/05/2025
7	Any other matters 7.1 Review of the 2016 Performance Review report relevant to SCAF 7.2 Review of RFMO support of developing countries to attend intersessional and annual meetings	DOC/SCAF/09/2025 DOC/SCAF/10/2025
8	Approval of 2026 Provisional & 2027 forecast Budget	DOC/SCAF/06/2025-v1(18 Oct 25) DOC/SCAF/07/2025-v1(18 Oct 25)
9	Contribution by Contracting Parties	DOC/SCAF/08/2025-v1(18 Oct 25)
10	Venue & Date of next meeting	
11	Adoption of the 2025 Standing Committee on Admin & Finance Report	
12	Closure of meeting	

DOC/SCAF/02/2025



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South East Atlantic Fisheries Organisation (SEAFO)

PROVISIONAL ANNOTATED AGENDA FOR THE 17TH ANNUAL MEETING OF THE STANDING COMMITTEE ON ADMINISTRATION & FINANCE (SCAF) – 2025

CHAIRPERSON: Mr. W ROOIFONTEIN (Rep. of South Africa 2025 - 2026)**VICE-CHAIR:** (Rep. of ANGOLA 2025 – 2026)**VENUE:** Virtual & Sands Hotel, Swakopmund**DATE:** 25 Nov 2025

NR	AGENDA ITEM	DESCRIPTION
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 to draft the SCAF meeting Report
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/00/2025 ; DOC/SCAF/01/2025 ; DOC/SCAF/02/2025
4	Introduction of Parties' Delegations	The Heads of Delegations will introduce their members to the Committee
5	Presentation of the 2024 Audit Report	The Executive Secretary will present the 2024 Financial Year audit report and the Report to Management from the Auditors. The Committee will take note of the report and make recommendations to the Commission DOC/SCAF/03/2025 ; DOC/SCAF/04/2025
6	Presentation of the Executive Secretary's Report on Administration and Finance	The Executive Secretary will present the report on Administration and Finance covering the period from January 2025 to September 2025. The Committee will discuss and make decisions as required on matters emanating from this Report DOC/SCAF/05/2025
7	Any Other Matters 7.1 Review of the 2016 Performance Review report relevant to SCAF	The way forward on this matter will be discussed since the intersessional meeting did not take place during 2025

DOC/SCAF/02/2025

	7.2 Review of RFMO support of developing countries to attend intersessional and annual meetings	The ES to present a document on this matter for discussion by the SCAF
DOC/SCAF/09/2025 ; DOC/SCAF/10/2025		
8	Approval of the Provisional 2026 Budget and 2027 Forecast Budget	The executive Secretary will present the Provisional 2026 and Forecast Budget for 2027 as well as the explanatory notes prepared for the meeting. The Committee will discuss/amend and approve the 2026 Budget to recommend to the Commission for approval
DOC/SCAF/06/2025-v1(18 Oct 25) ; DOC/SCAF/07/2025-v1(18 Oct 25)		
9	Contribution by Parties	The Committee shall take note of the contribution allocation of the various Contracting Parties on the proposed 2026 Budget and recommend to the Commission for approval
DOC/SCAF/08/2025-v1(18 Oct 25)		
10	Venue and date of next meeting	The Committee will discuss the date and place of the next meeting which will coincide with the 2026 Commission meeting
11	Adoption of the SCAF Report	The Committee will review and adopt the 2025 SCAF Meeting report which will be presented by the SCAF Chair to the Commission
12	Closure of meeting	The Chair will declare the closure of the meeting after all items have been concluded

APPENDIX II: List of Participants**CHAIRPERSON****Wickness ROOIFONTEIN (Republic of South Africa)**

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Appendix III: Provisional 2026 and 2027 Forecasted Budget

(DOC/SCAF/06/2025-v1(18 Oct 25))

DOC/SCAF/06/2025 - v1(18 Oct 25)

PROVISIONAL 2026 BUDGET and 2027 FORECAST BUDGET

Inflation Rate 3.44% (average for the last 12 months from Sep 2024 to Aug 2025)

Vote	Description	Approved Budget 2025	Actual 2024	Estimated Expenditures Jan-Dec 2025	Provisional Budget 2026	Change %	Forecast Budget 2027	Change %
Communication								
4310/000	Rental & Maint - Switchboard	13,400.00	12,522.96	12,715.32	13,400.00	0.0%	14,070.00	5.0%
4315/000	Rental & Maint - Copier/Fax	8,550.00	10,073.19	8,550.00	8,550.00	0.0%	8,977.50	5.0%
4600/000	Telephone and Fax	7,000.00	5,686.28	6,247.62	7,000.00	0.0%	7,350.00	5.0%
		28,950.00	28,282.43	27,512.94	28,950.00	0.0%	30,397.50	5.0%

Computer Services

3300/000	Computer Expenses	8,000.00	4,492.45	8,000.00	8,000.00	0.0%	8,000.00	0.0%
3307/000	Maintenance and Support	13,650.00	2,202.55	13,650.00	142,000.00	940.3%	145,000.00	2.1%
3301/000	Software Upgrades	8,500.00	5,758.71	8,499.92	8,500.00	0.0%	8,925.00	5.0%
3302/000	Internet lease Line & Email	18,600.00	17,679.96	17,189.10	25,000.00	34.4%	26,000.00	4.0%
3303/000	Website Hosting	194,300.00	205,188.28	194,300.00	48,000.00	-75.3%	48,000.00	0.0%
3305/000	Microsoft services	11,500.00	10,221.92	10,113.76	11,500.00	0.0%	11,500.00	0.0%
6250/010	Hardware/Equipment	*49,727.84		*49,727.84	*49,727.84		30,000.00	
	* Provision from previous years	254,550.00	245,543.87	251,752.78	243,000.00	-4.5%	277,425.00	14.2%

Meetings & Conferences

4070/000	Meetings Venue	50,000.00	334,420.08	50,000.00	270,000.00	440.0%	50,000.00	-81.5%
4070/001	Meetings Flights			-	-			
4070/002	Meetings Accommodation			-	-			
4070/003	Meetings Road			-	-			
4070/004	Meeting Assistance	100,000.00		100,000.00	110,000.00		100,000.00	
		150,000.00	334,420.08	150,000.00	380,000.00	153.3%	150,000.00	-60.5%

Operational Expenses

3000/000	Accounting Fees	*68,900.19	29,500.00	*41,000	13,100.00		40,000.00	205.3%
3050/000	Advertising & Promotions	5,600.00	5,728.50	5,600.00	2,500.00	-55.4%	5,900.00	136.0%
3200/000	Bank Charges	14,000.00	13,200.11	14,000.00	14,000.00	0.0%	14,700.00	5.0%
3355/000	Contingency	3,000.00	-	3,000.00	3,000.00	0.0%	3,000.00	0.0%
3400/000	Courier & Postage	2,500.00	2,773.48	3,093.20	3,000.00	20.0%	3,150.00	5.0%
3850/000	Insurance	18,000.00	13,662.51	14,189.18	16,000.00	-11.1%	16,800.00	5.0%
3700/000	Entertainment		-	-	-		-	
4200/000	Stationary	3,500.00	725.87	3,500.00	3,000.00	-14.3%	3,150.00	5.0%
4500/000	Office expenses	6,500.00	5,460.67	8,007.87	8,000.00	23.1%	8,400.00	5.0%
6300/010	Office Equipment @ cost	*21,982.46	2,814.79	*19,045.17	20,000.00		20,000.00	0.0%
	* Provision from previous years	53,100.00	73,865.93	51,390.25	82,600.00	55.6%	115,100.00	39.3%

Other Travel

4650/000	Travel Flights	120,000.00	91,283.24	7,000.00	*113,000.00		120,000.00	
4651/000	Travel Accommodation	160,000.00	166,970.14	52,000.00	52,000.00	-67.5%	120,000.00	130.8%
					*108,000.00			
4652/000	Travel Road	6,000.00	1,719.00	4,000.00	6,000.00	0.0%	6,000.00	0.0%
		286,000.00	259,972.38	63,000.00	58,000.00	-79.7%	246,000.00	324.1%
	** Provision from previous years							

Vote	Description	Approved Budget 2025	Actual 2024	Estimated Expenditures Jan-Dec 2025	Provisional Budget 2026	Change %	Forecast Budget 2027	Change %
Printing & Translations								
4051/000	Report & Translations	37,500.00	42,357.00	33,705.00	37,500.00	0.0%	39,375.00	5.0%
4050/000	Printing	2,000.00		2,000.00	2,000.00	0.0%	2,000.00	0.0%
		39,500.00	42,357.00	35,705.00	39,500.00	0.0%	41,375.00	4.7%
Employee Benefit Reserve								
9400/000	Employee Benefit Reserve	369,599.81	219,334.02	369,599.81	312,992.58	-15.3%	280,000.00	-10.5%
		369,599.81	219,334.02	369,599.81	312,992.58	-15.3%	280,000.00	-10.5%
Secretariat Training								
3320/000	Training	35,000.00	33,535.26	12,500.00	15,000.00	-5714.3%	35,000.00	
	* Provision from previous years	35,000.00	33,535.26	12,500.00	15,000.00	-5714.3%	35,000.00	13333.3%
				*23,500.00				
Staff Remuneration								
4400/001	Salaries Paid Cash	1,734,769.36	1,696,937.88	1,697,245.99	1,847,553.67	3.6%	1,914,154.95	3.6%
4400/002	P.A.Y.E.	720,232.57	704,439.01	705,396.60	754,990.14	4.8%	791,698.40	4.9%
4400/003	SSC - Company Contribution	3,888.00	3,888.10	1,944.00	2,376.00	-38.9%	2,376.00	0.0%
4400/003	Workmans Compensation Fund	600.00	269.00	600.00	600.00	0.0%	630.00	5.0%
4410/001	Car Allowance	37,721.00	37,721.04	37,721.04	37,721.00	0.0%	37,721.00	0.0%
		2,497,210.93	2,443,255.03	2,442,907.63	2,643,240.81	3.8%	2,746,580.35	3.9%
Temporary Staffing								
4700/000	Wages - Casual	65,500.00	12,716.00	67,175.00	15,500.00	0.00%	16,350.00	5.5%
	Social Security Contribution	263.48	256.80	256.80	263.48	0.0%	275.33	4.5%
		65,763.48	12,972.80	67,431.80	15,763.48	0.0%	16,625.33	5.5%
Scientific Committee								
	Scientific Committee		18,081.00					
			18,081.00					
Investment								
	Interest Unit Trust Account (Sep 2024 - Aug 2025)	-621,416.00	-651,766.98	- 621,416.00	-548,389.87	-11.8%	-548,389.87	0.0%
Total Budget								
		3,158,258.21	3,059,852.82	2,850,384.20	3,270,656.99	3.6%	3,390,113.31	3.7%

Appendix IV: Contribution Calculations for 2026

DOC/SCAF/08/2025 -(25 Nov 2025)

CONTRIBUTION CALCULATION ON PROVISIONAL BUDGET OF 2026

Provisional Budget 2026	3,270,656.99	Angola	EU	Japan	Korea	Namibia	South Africa
Contribution for 2026							
30% Countries sharing equal	981,197.10	163,532.85	163,532.85	163,532.85	163,532.85	163,532.85	163,532.85
60% shared on GDP	1,962,394.20						
75% Developed Countries (EU, Japan, Korea)			490,598.55	490,598.55	490,598.55		
25% Developing Countries (Angola, Namibia & South Africa)		163,532.85				163,532.85	163,532.85
10% Active Fishing Countries (EU, Japan, Namibia)	327,065.70		109,021.90	109,021.90		109,021.90	
	3,270,656.99	327,065.70	763,153.30	763,153.30	654,131.40	436,087.60	327,065.70
Outstanding contribution for 2024	4,210.01	3,844.74	0.00	-1,695.04	2,294.48	-234.17	0.00
Contribution allocation for 2025	3,158,258.21	315,825.82	736,926.92	736,926.92	631,651.64	421,101.09	315,825.82
Payments received during 2025	3,006,687.28	319,670.56	746,805.50	727,362.05	597,023.35	300,000.00	315,825.82
Balance at 29 September 2025	155,780.94	0.00	-9,878.58	7,869.83	36,922.77	120,866.92	0.00
<i>Negative balance - Overpayment</i>							
<i>Positive balance - Underpayment</i>							
Final Contribution for 2026	3,426,437.94	327,065.70	753,274.71	771,023.12	691,054.17	556,954.52	327,065.70