The Secretariat
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South East Atlantic Fisheries Organisation (SEAFO)

PROVISIONAL ANNOTATED AGENDA FOR THE 18TH MEETING OF THE STANDING COMMITTEE ON ADMINISTRATION & FINANCE (SCAF) – 2026

CHAIRPERSON: Mr. W ROOIFONTEIN (Rep. of South Africa 2025 - 2026)
VICE-CHAIR: (Rep. of ANGOLA 2025 – 2026)
VENUE: Swakopmund Hotel & Entertainment Centre
DATE: 1 December 2026

NR	AGENDA ITEM	DESCRIPTION
1	**Opening of the Meeting**	The Chairperson will open the meeting and welcome all participants.
2	**Appointment of Rapporteur**	The Chairperson will invite the SCAF to appoint a rapporteur to assist with the preparation of the meeting report.
3	**Adoption of Agenda and Meeting Arrangements**	The Chairperson will invite delegations to consider the Provisional Agenda and propose any amendments, as appropriate. The SCAF will then adopt the agenda and agree on the arrangements for the conduct of the meeting.
	DOC/SCAF/00/2026; DOC/SCAF/01/2026; DOC/SCAF/02/2026	
4	**Introduction of Delegations**	Heads of Delegation will introduce the members of their respective delegations to the SCAF.
5	**Presentation of the 2025 Financial Year Audit Report**	The Executive Secretary will present the Audit Report for the 2025 Financial Year, together with the Auditors' Report to Management. The SCAF will consider the reports and formulate any recommendations, as appropriate, for submission to the Commission.
	DOC/SCAF/03/2026; DOC/SCAF/04/2026	
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 Secretariat's administrative and financial activities during the reporting period. The SCAF will consider the report and formulate recommendations, as appropriate, for submission to the Commission."
	DOC/SCAF/05/2026	

7	**Any Other Matters** **7.1 New Performance Review of SEAFO** **7.2 Capacity Building for Contracting Parties**	At its 2025 Annual Meeting, the Commission agreed that the Executive Secretary would prepare draft Terms of Reference (ToR) and a budget for a new Performance Review of SEAFO. Contracting Parties were invited to provide input on possible items for inclusion in, and proposed amendments to, the draft ToR prior to the next SCAF meeting. The SCAF will consider the draft ToR and budget, together with any comments and proposed amendments submitted by Contracting Parties, and formulate recommendations for submission to the Commission. At the 2025 Annual Meetings, South Africa requested support for capacity-building activities aimed at strengthening the knowledge and skills of fisheries inspectors and MCS officials in international fisheries matters, RFMO procedures, and monitoring, control and surveillance (MCS). The Commission noted the request with the understanding that the Executive Secretary would facilitate the capacity-building initiative as part of the regular duties of the Secretariat. The Executive Secretary will provide an update on progress made in facilitating the initiative. The SCAF will take note of the progress made and consider any further action or recommendations, as appropriate.

8	**Approval of 2027 Provisional & 2028 Forecast Budget**	The Executive Secretary will present the Provisional Budget for 2027 and the Forecast Budget for 2028, together with the accompanying explanatory notes. The SCAF will consider the proposed budgets, make any amendments as appropriate, and formulate recommendations for submission to the Commission for consideration and approval.
DOC/SCAF/06/2026; DOC/SCAF/07/2026		

9	**Contribution by Contracting Parties for 2027**	The Executive Secretary will present the proposed allocation of contributions among Contracting Parties for the 2027 financial year, based on the proposed 2027 Budget. The SCAF will consider the proposed contribution allocations and formulate a recommendation for submission to the Commission for consideration and approval.
DOC/SCAF/08/2026		

10	**Venue and Date of Next Meeting**	The SCAF will consider the proposed date of its next meeting, to be held in conjunction with the 2027 Annual Meeting of the Commission.

11	**Election of Chair and Vice-chair**	The SCAF will elect a Chairperson and Vice-Chairperson. Each shall serve for a term of two years and shall be eligible for re-election for one additional term, in accordance with the applicable Rules of Procedure. In considering the election, Members will have regard to the established alphabetical rotation among Contracting Parties: • Angola • EU • Japan • Korea (2022) • Namibia (2021) • South Africa (2023, 2024,2025, 2026)

12	**Adoption of the 2026 SCAF Report**	The SCAF will consider and adopt the report of its 2026 meeting, including its recommendations to the Commission. The SCAF Chairperson will present the adopted report to the Commission.

13	**Closure of meeting**	The Chairperson will close the meeting following the conclusion of all agenda items.