

**Annex 10**



REPORT OF THE 2<sup>nd</sup> ANNUAL MEETING OF THE STANDING COMMITTEE ON ADMINISTRATION  
AND FINANCE  
2010

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Chairperson of SCAF  
Ms. G. D'Almeida  
([gdalmeida@mfmr.gov.na](mailto:gdalmeida@mfmr.gov.na))

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## **1. Opening of the Meeting**

The 2<sup>nd</sup> Annual Meeting of the Standing Committee on Administration and Finance was convened in Windhoek, Namibia on 13 October 2010. The Meeting was called to order by the Chair of the SCAF, Ms. G. D’Almeida. In her opening remarks, the Chairperson welcomed the delegates, in particular Japan, and expressed her wishes for a successful meeting.

## **2. Appointment of Rapporteur**

Mr. Erich Maletzky was appointed as Rapporteur to the meeting.

## **3. Adoption of Agenda and Meeting Arrangements**

The agenda was adopted with two additions and one deletion. Point 5 (Introduction of observers) was deleted. Points 6 (Recommendations of the Review Panel) and 11.1 (Payment for Sponges & Coral guide) under Any Other Business were added. It was noted that point 11.1 was already on the Commission agenda and queried whether it was necessary to include on the SCAF agenda. The Executive Secretary noted that the Chair of the Commission referred this agenda point to SCAF. The revised agenda was provided and shown as Annex 1 of this report.

## **4. Introduction of Parties’ Delegations**

Six Contracting Parties namely Angola, Namibia, South Africa, EU, Norway and Japan were present at the 2010 SCAF meeting. The Head of Delegations introduced members of their respective delegations. A list of participants is provided in Annex 2.

## **5. Executive Secretary’s Report on Administration & Finance**

The Executive Secretary presented the Administration & Finance report for 2009-2010 to date.

## **6. Consideration of the Executive Secretary’s Report on Administration & Finance**

The following points were discussed:

It was queried whether the 1-day call account, of the 4 existing SEAFO accounts, was necessary or not since it was believed that SEAFO’s current account should suffice. The Executive Secretary responded in noting that all moneys received are paid into the 1-day call account which is then transferred to the Current account and that only funds in the Current account are used for

monthly expenses. To conclude this point it was noted that perhaps the Executive Secretary should contact the SEAFO auditors and seek advice on the 1-day call account, to which the Executive Secretary responded that this will be done as soon as possible and feedback given to the delegates.

Further enquiries were then made as to whether the South African contribution of N\$350 460 formed part of this account. The Executive Secretary responded and noted that the South Africa contribution is indeed already included in this figure.

The severity of SEAFO's financial situation was noted and calls were made for arrears to be paid as soon as possible. Appreciation was expressed for the Executive Secretary's report as it aptly informed the meeting on the Secretariat's activities & SEAFO's current financial situation.

## **7. Recommendations of the Review Panel**

Five recommendations from the Review Panel were addressed on a point-by-point basis. It was noted by representatives of the Scientific Committee that the Scientific Committee will not require funds for 2011 with regard to Points 1 & 2 of the Review Panel's recommendations. Point 6 of the Review Panel's recommendations was deferred to the 2011 Scientific Committee meeting. With regard to Point 7 of the Review Panel's recommendation the Executive Secretary noted that an amount of N\$120 000 was estimated for the SEAFO database management issues for 2011. It was proposed that the budgetary requirements for a SEAFO database manager be added to the 2011 budget for consideration. On Point 37 of the Review Panel's recommendations the SCAF Chair noted that Contracting Parties should pay their SEAFO contributions in good time to rectify the current financial situation of the Organisation.

## **8. 2009 Audit Report**

The Executive Secretary gave a brief presentation of the 2009 Price Waterhouse Cooper's Audit Report (Annex 3) and directed the attention of the delegates to important sections in the report. A discussion was held with regard to 2009 contribution of Angola. It was noted that there are provisions in the Convention which relate to a situation of when a Contracting Party is in arrears with contributions for more than 2 years. Angola responded by noting that the delegation was under the impression that Angola's 2008 & 2009 contributions were paid in full, that is was a serious concern to Angola as it is one of the key parties to SEAFO and that this matter will be

followed up on as soon as possible. Clarity was requested on the difference between the internet & Vessel Monitoring System (VMS) costs listed on the audit report to which the Executive Secretary responded that SEAFO has a dedicated link to the NEAFC VMS centre which is relatively expensive and that the internet costs are separate from the VMS costs as these are provided by two distinct service providers. A discussion ensued on the possibilities of linking all vessels operating within the SEAFO Convention Area with the NEAFC VMS system. This was supported by some of the delegates. Japan, however, noted that Japan is not a NEAFC Contracting Party and therefore was unable to comment on this suggestion as its delegation was uncertain of the NEAFC VMS linkage with its high-seas fleet. The Executive Secretary undertook to look further into this issue and to report back to the 2011 annual meeting.

### **9. Approval of the 2011 Budget and forecast budgets**

The Executive Secretary gave a summary of the budget for the period 2008-2011 (Annex 4 of this report). Delegates enquired about certain votes on the 2010 budget noting that these currently show large increases. Delegates further noted that for one specific vote the Secretariat should look into electronic distribution of relevant documents, and it was suggested that these be placed on the SEAFO website well ahead of the annual meetings in order to save costs on printing & dissemination of documents during the various SEAFO management meetings. A more in-depth discussion on certain votes of the budget ensued with the Executive Secretary having to clarify various aspects of the budget on request by delegates. The delegation agreed that amendments be made to the proposed 2011 budget to reflect the current 7% inflation for all votes where this is applicable. It was agreed that a provision be included for contracting a database consultant, in line with the Performance Review recommendation. It was also agreed to include a provision for the consultancy fee for the production of the corals guide.

### **10. Contributions by Parties based on the adopted formula**

The Executive Secretary presented the contributions of Contracting Parties in line with the formula adopted at the SCAF meeting in 2009. The Japanese delegation noted that, even though it did not participate in the development of the formula, it supported its application (Annex 5).

## **Any Other Matters**

### *11.1 Payment for the Coral & Sponge Identification Guide*

It was noted that SEAFO has not paid for the ID Guide as yet as the correct procedures regarding contracts and payments have not been respected, but that provision for payment has been made in the proposed 2011 budget. It was agreed that payment will be made once an invoice has been received from the consultant and confirmation of the transfer of intellectual property rights.

### *11.2 Rules of Procedures for SCAF*

The SCAF Chair requested the delegations to familiarize themselves with the rules and procedures for SCAF (Annex 6) as these were formulated based on the Commission template and may contain some items which may not be of relevance to SCAF. Should there be a need for amendments these will only be made during the SCAF meeting next year.

## **12. Venue and date of the next meeting**

It was agreed that the venue for the next meeting should be decided by the Commission.

## **13. Closure of meeting**

The report was adopted and the meeting closed.

## ANNEX 1



### **Agenda of the 2<sup>nd</sup> Meeting of the Standing Committee on Administration and Finance**

1. Opening of the meeting
2. Appointment of Rapporteur
3. Adoption of Agenda and Meeting Arrangements
4. Introduction of Parties' Delegations
5. Executive Secretary's Report on Administration and Finance
6. Consideration of the Executive Secretary report
7. Recommendations of the Review Panel
8. 2009 Audit Report
9. Approval of the 2011 Budget and forecast budgets
10. Contributions by Parties based on the adopted formula
11. Any other matters
  - 11.1 Payment for the Coral and Sponge Guide
  - 11.2 Rules of Procedures for SCAF
12. Venue and date of next meeting
13. Closure of meetings

## ANNEX 2

### List of Participants

#### ANGOLA

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#### **SOUTH AFRICA**

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#### **SECRETARIAT & SUPPORTING STAFF**

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**ANNEX 3**  
**2009 AUDIT REPORT**

SOUTH EAST ATLANTIC FISHERIES ORGANISATION

ANNUAL FINANCIAL STATEMENTS

31 December 2009

SOUTH EAST ATLANTIC FISHERIES ORGANISATION  
ANNUAL FINANCIAL STATEMENTS  
for the year ended 31 December 2009

ORGANISATION INFORMATION

Postal address:	Box 4296 Walvis Bay Namibia
Auditors:	PricewaterhouseCoopers Namibia
Bankers:	Nedbank Namibia Limited

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SOUTH EAST ATLANTIC FISHERIES ORGANISATION  
STATEMENT OF RESPONSIBILITIES OF THE SECRETARIAT  
for the year ended 31 December 2009

1. The Secretariat is responsible for the maintenance of adequate accounting records and the preparation and integrity of the financial statements and related information. The financial statements have been prepared on the basis of accounting set out in note 1 to the financial statements. The auditors are responsible to report on the fair presentation of the financial statements.
  
2. The Secretariat is also responsible for the Organisation's system of internal financial control. These are designed to provide reasonable, assurance as to the reliability of the financial statements, and to adequately safeguard, verify and maintain accountability of assets and to prevent and detect misstatements and loss. Nothing has come to the attention of the Secretariat to indicate that any material breakdown in the functioning of these controls, procedures and systems has occurred during the period under review.

The financial statements set out on pages 4 to 14 were approved and authorised for issue by the Secretariat and are signed on their behalf by:

Date

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE COMMISSION OF  
SOUTH EAST ATLANTIC FISHERIES ORGANISATION

We have audited the financial statements of the South East Atlantic Fisheries Organisation, which comprise the balance sheet as at 31 December 2009 and the income statement for the year ended, and a summary of significant accounting policies and other explanatory notes as set out on pages 5 to 14.

*The Secretariat's Responsibility for the Financial Statements*

The Secretariat is responsible for the preparation and presentation of these financial statements in accordance with the basis of accounting described in note 1 to the financial statements. This responsibility includes: determining that the basis of accounting described in note 1 to the financial statements is an acceptable basis for preparing and presenting financial statements in the circumstances; designing, implementing and maintaining internal control relevant to the preparation and presentation of financial statements that are free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

*Auditor's Responsibility*

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with International Standards on Auditing. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

*Opinion*

In our opinion, the financial statements of South East Atlantic Fisheries Organisation have been prepared, in all material respects, in accordance with the basis of accounting described in Note 1 to the financial statements.

*Other Matter - Restriction on Use*

The financial statements of South East Atlantic Fisheries Organisation have been prepared in accordance with the basis of accounting described in note 1 to the financial statements for the purposes of the secretariat reporting to the members at the annual general meeting on the results for the year. The financial statements and our auditor's report may not be suitable for another purpose.

*PricewaterhouseCoopers*

REGISTERED ACCOUNTANTS AND AUDITORS  
CHARTERED ACCOUNTANTS (NAMIBIA)  
REGISTERS ACCOUNTANTS AND AUDITORS

Date: 8/4/2010  
Walvis Bay

SOUTH EAST ATLANTIC FISHERIES ORGANISATION  
REPORT OF THE SECRETARIAT  
for the year ended 31 December 2009

1. The Secretariat present their annual report, which forms part of the audited financial statements of the Organisation for the period ended 31 December 2009.

General review

2. The Organisation continued to ensure the long - term conservation and sustainable utilisation of all living marine resources in the South East Atlantic Ocean, and to safeguard the environment and marine ecosystems in which these resources occur.

Events subsequent to balance sheet date

3. There have been no facts or circumstances of a material nature that have occurred between the accounting date and the date of this report.

Financial results

4. Full details of the financial results of the Organisation are disclosed in the income statement and the notes thereto.

Auditors

5. PricewaterhouseCoopers will continue in office.

SOUTH EAST ATLANTIC FISHERIES ORGANISATION  
BALANCE SHEET  
at 31 December 2009

	Notes	2009 N\$	2008 N\$
<b>ASSETS</b>			
Non-current assets			
Property, plant and equipment	2	33 207	63 714
Current assets			
Trade and other receivables	3	318 537	224 303
Cash and cash equivalents	4	<u>241 747</u>	<u>895 653</u>
Total assets		<u>593 491</u>	<u>1 183 670</u>
<b>EQUITY AND LIABILITIES</b>			
Capital and reserves			
Accumulated surplus		243 275	716 616
Current liabilities			
Trade and other payables	5	<u>350 216</u>	<u>467 055</u>
Total equity and liabilities		<u>593 491</u>	<u>1 183 670</u>

SOUTH EAST ATLANTIC FISHERIES ORGANISATION  
INCOME STATEMENT  
for the year ended 31 December 2009

	Notes	Unaudited 2009 Budget (R) N\$	2009 Actual N\$	2008 Actual N\$
Contributions received	1.6	1 598 700	1 598 700	1 598 560
Angola		319 740	319 740	355 235
European Commission		319 740	319 740	355 236
Namibia		319 740	319 740	352 926
Norway		319 740	319 740	357 545
South Africa		319 740	319 740	177 618
Less: Expenditure		3 763 926	2 197 045	2 354 443
Advertising		10 000	7 097	10 000
Auditors' remuneration		62 000	67 199	28 604
Bank charges		12 000	9 617	7 343
Computer expenses		9 000	12 669	2 044
Contingency		8 000	4 250	6 490
Consultant		80 000	66 109	--
Courier and postage		6 500	13 210	6 419
Depreciation				
Computer equipment		--	32 616	66 873
Office furniture		--	27 127	26 803
Entertainment		--	4 027	731
Insurance		15 900	10 112	11 492
Gains and losses on foreign currencies			1 011	662
Reports and translation		30 000	36 037	27 258
Meetings and conferences		200 000	219 228	196 507
Miscellaneous		7 400	--	--
Office expenses		1 800	4 002	1 260
Penalties and interest		--	3 181	41 097
Printing and stationery		6 000	11 631	366
Re-location grant		--	--	50 417
Rent				
Switchboard		7 000	5 035	4 957
Internet		67 000	62 452	59 085
Office premises		96 200	82 656	79 350
Photo copier		3 000	4 100	2 807
Salaries - Executive Secretary		1 437 893	890 405	1 196 436
Salaries - Administrative Officer			227 470	326 511
Security		5 000	1 480	1 176
Subsistence and travel allowance & accommodation		--	190 635	42 751
Travel allowance		140 000	94 743	29 226
Telephone and fax		21 000	32 460	14 778
Wages - casual		16 500	14 547	15 180
Vessel monitoring system costs		83 840	61 940	97 821

SOUTH EAST ATLANTIC FISHERIES ORGANISATION  
INCOME STATEMENT  
for the year ended 31 December 2009

	Notes	Unaudited 2009 Budget N\$	12 Months 2009 Actual N\$	12 Months 2008 Actual N\$
Deficit for the year brought forward		(2 165 226)	( 598 345)	( 755 883)
Add: Other income received		108 684	111 478	
Norad donation received		--	92 349	--
Insurance claim received		--	19 129	--
Staff - PAYE		108 684	--	--
Deficit for the year	6	(2 056 542)	(486 867)	( 755 883)
Add: Finance income	7	--	13 526	102 978
Interest income		--	13 526	102 978
Net deficit for the year		<u>(2 056 542)</u>	<u>( 473 341)</u>	<u>(652 905)</u>

The budget figures presented above are for information purposes only and are unaudited.



SOUTH EAST ATLANTIC FISHERIES ORGANISATION  
STATEMENT OF CHANGES IN EQUITY  
for the year ended 31 December 2009

	2009 N\$	2008 N\$
Retained earnings		
Balance at the beginning of the years	716 616	1 369 521
Net deficit for the year ended	<u>(473 341)</u>	<u>(652 905)</u>
Balance at the end of the year	<u>243 275</u>	<u>716 616</u>

SOUTH EAST ATLANTIC FISHERIES ORGANISATION  
CASH FLOW STATEMENT  
for the year ended 31 December 2009

	Notes	2009 N\$	2008 N\$
<b>Cash flow from operating activities</b>			
Cash receipts from donors		1 710 178	1 598 560
Cash paid to suppliers and employees		<u>(2 348 374)</u>	<u>(2 199 932)</u>
Cash required by operations	9	(638 196)	(601 372)
Interest received	7	<u>13 526</u>	<u>102 978</u>
<i>Net cash flow from operating activities</i>		<u>(624 670)</u>	<u>(498 394)</u>
<b>Net cash flow to investing activities</b>			
Property, plant and equipment acquired	2	<u>(29 236)</u>	<u>- -</u>
Net change in cash and cash equivalents		(653 906)	(498 394)
<b>Cash and cash equivalents</b>			
at the beginning of the year		895 653	1 394 047
at the end of the year	4	<u>241 747</u>	<u>895 653</u>

## Accounting policies

### 1.1 Basis of preparation

The financial statements are prepared on a historical cost basis. The following are the accounting policies used by the association, which are consistent with those of the previous year. The financial statements are not prepared in accordance with a financial reporting framework.

### 1.2 Property, plant and equipment

Depreciation is calculated on the straight-line method to write off the cost of each asset, to its residual value over its estimated useful life as follows:

Computer equipment	33%
Furniture and fittings	20%

Where the carrying amount of an asset is greater than its estimated recoverable amount, it is written down immediately to its recoverable amount.

Gains and losses on disposal of property, plant and equipment are determined by reference to their carrying amount and are taken into account in determining operating profit.

### 1.3 Trade receivables

Trade receivables are recognised initially at fair value and subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for impairment of trade receivables is established when there is objective evidence that the organisation will not be able to collect all amounts due according to the original terms of the receivables. Significant financial difficulties of the debtor, probability that the debtor will enter bankruptcy or financial reorganisation, and default or delinquency in payments are considered indicators that the trade receivable is impaired. The amount of the provision is the difference between the carrying amount of the asset and the present value of estimated future cash flows, discounted at the original effective interest rate.

When a trade receivable is uncollectible, it is written off against the allowance account for trade receivables. Subsequent recoveries of amounts previously written off are credited to the income statement.

### 1.4 Cash and cash equivalents

Cash and cash equivalents are carried in the balance sheet at cost. For the purposes of the cash flow statement, cash and cash equivalents comprise cash on hand, deposits held at call with banks, and bank overdrafts. In the balance sheet, bank overdrafts are included in borrowings in current liabilities.

### 1.5 Trade payables

Trade payables are carried at the fair value of the consideration to be paid in future for goods or services that have been received or supplied and invoiced or formally agreed with the supplier.

SOUTH EAST ATLANTIC FISHERIES ORGANISATION  
NOTES TO THE FINANCIAL STATEMENTS  
for the year ended 31 December 2009

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Accounting policies (continued)

1.6 Revenue recognition

Revenue comprises the fair value of contributions received, net of over and under payments.

i) Contribution received

Contributions received are recognised on the accrual basis as per the agreement with the contributor.

ii) Interest income

Interest income is recognised on a time-proportion basis using the effective interest rate method.

SOUTH EAST ATLANTIC FISHERIES ORGANISATION  
NOTES TO THE FINANCIAL STATEMENTS (continued)  
for the year ended 31 December 2009

Notes to the balance sheet

2.	Property, plant and equipment	Computer equipment N\$	Office Furniture N\$	Total N\$
	31 December 2009			
	Opening net book amount	30 430	33 284	63 714
	Additions	22 538	6 698	29 236
	Disposal	(28 674)	( 1 350)	( 30 024)
	Accumulated depreciation of assets disposed	28 674	1 350	30 024
	Depreciation charge	<u>(32 616)</u>	<u>(27 127)</u>	<u>(59 743)</u>
	Closing net book amount	<u>20 352</u>	<u>12 855</u>	<u>33 207</u>
	Cost	261 385	139 361	400 746
	Accumulated depreciation	<u>(241 033)</u>	<u>(126 506)</u>	<u>(367 539)</u>
	Net book amount	<u>20 352</u>	<u>12 855</u>	<u>33 207</u>
	31 December 2008			
	Opening net book amount	97 303	60 087	157 390
	Disposal	(12 604)	- -	(12 604)
	Accumulated depreciation of assets disposed	12 604	- -	12 604
	Depreciation charge	<u>(66 873)</u>	<u>(26 803)</u>	<u>(93 676)</u>
	Closing net book amount	<u>30 430</u>	<u>33 284</u>	<u>63 714</u>
	Cost	267 521	134 013	401 534
	Accumulated depreciation	<u>(237 091)</u>	<u>(100 729)</u>	<u>(337 820)</u>
	Net book amount	<u>30 430</u>	<u>33 284</u>	<u>63 714</u>
			<u>2009</u> N\$	<u>2008</u> N\$
3.	Trade and other receivables			
	Accrued income		300 537	224 303
	Staff loan		<u>18 000</u>	<u>- -</u>
			<u>318 537</u>	<u>224 303</u>
4.	Cash and cash equivalents			
	For the purpose of the cash flow statement the year-end cash and cash equivalents comprise the following:			
	Cash and bank balances			
	Nedbank current account		34 943	292 014
	Reserve fund		202 736	589 883

SOUTH EAST ATLANTIC FISHERIES ORGANISATION  
NOTES TO THE FINANCIAL STATEMENTS (continued)  
for the year ended 31 December 2009

	2009 N\$	2008 N\$
4. Cash and cash equivalents (continued)		
Petty cash	343	500
Nedbank 1 Day Call account	<u>3 725</u>	<u>13 256</u>
	<u>241 747</u>	<u>895 653</u>
5. Trade and other payables		
Accruals	132 579	338 693
Prepaid contributions	117 664	128 361
Other provisions	<u>99 973</u>	<u>- -</u>
	<u>350 216</u>	<u>467 055</u>
Notes to the income statement		
6. Results from operating activities		
The following items have been charged in arriving at operating deficit for the year:		
Depreciation	59 743	93 676
Computer equipment	<span style="border: 1px solid black; padding: 2px;">32 616</span>	<span style="border: 1px solid black; padding: 2px;">66 873</span>
Office furniture	<span style="border: 1px solid black; padding: 2px;">27 127</span>	<span style="border: 1px solid black; padding: 2px;">26 803</span>
Rental under operating leases	154 243	146 198
Rent for building	<span style="border: 1px solid black; padding: 2px;">82 656</span>	<span style="border: 1px solid black; padding: 2px;">79 350</span>
Copier	<span style="border: 1px solid black; padding: 2px;">4 100</span>	<span style="border: 1px solid black; padding: 2px;">2 807</span>
Switchboard rental	<span style="border: 1px solid black; padding: 2px;">5 035</span>	<span style="border: 1px solid black; padding: 2px;">4 957</span>
Internet	<span style="border: 1px solid black; padding: 2px;">62 452</span>	<span style="border: 1px solid black; padding: 2px;">59 085</span>
7. Finance income		
32 Day call account	- -	20 248
MMI account	13 058	49 818
One Day account	<u>468</u>	<u>32 912</u>
	<u>13 526</u>	<u>102 978</u>
8. Employee benefit expense		
Salaries and wages	806 163	662 508
PAYE paid on behalf of the employees	<u>311 711</u>	<u>860 439</u>
	<u>1 117 874</u>	<u>1 522 947</u>
Notes to the cash flow statement		
9. Cash flows from operations		
Reconciliation of net operating deficit to cash generated from operations:		
Net operating deficit for the year	( 473 341)	( 652 905)

SOUTH EAST ATLANTIC FISHERIES ORGANISATION  
NOTES TO THE FINANCIAL STATEMENTS (continued)  
for the year ended 31 December 2009

	2009 N\$	2008 N\$
<hr/>		
9. Cash flows from operations (continued)		
Adjusted for:		
Depreciation	59 743	93 676
Finance income	(13 526)	(102 978)
Changes in working capital:		
Trade and other receivables	(94 234)	(224 303)
Trade and other payables	<u>(116 839)</u>	<u>285 138</u>
Cash required by operations	<u>(638 196)</u>	<u>(601 372)</u>
10. Operating lease commitments		
The future aggregate minimum lease payments under non-cancellable operating leases are as follows:		
Up to one year	82 656	79 350
2 to 5 years	<u>    --</u>	<u>    --</u>
Total future minimum operating lease payments	<u>82 656</u>	<u>79 350</u>

## ANNEX 4

### REVIEW 2009 AND 2010 BUDGET AND BUDGET FORECAST 2011 AND 2012

Budget line	Activity description	Allocation	Revised	Exp	Allocation	Allocation	Allocation	Allocation
		2009	2009	Actual	2010	2010 Rev	2011	2012
3000/000	Accounting Fees	30000	62000	67199	30000	50000	33000	36300
3050/000	Advertising & Promotions	10000	10000	7100	10000	10000	30000	11000
3100/000	Consultant	80000	80000	66200	26000	26000	170000	0
3150/000	Performance Review				80000	210000	0	0
3200/000	Bank Charges	12000	12000	9617	12000	12000	15000	16500
3300/000	Computer Expenses	4000	4000	12669	4000	8000	8800	9680
3301/000	Software Upgrade	5000	5000	0	14200	4200	5000	5500
3302/000	Internet lease Line	62000	62000	58171	62000	62000	68200	75020
3303/000	Rent - Internet	5000	5000	4282	5000	5000	5500	6050
3304/000	VMS - Related Costs	83840	83840	61939	92224	92224	101500	111600
3310/000	Security/Alarm	1200	5000	1480	1350	1350	1450	1595
3355/000	Contingency	8000	8000	4250	8000	8000	8800	9680
3400/000	Courier & Postage	6500	6500	13210	7150	12150	8700	8700
3700/000	Miscellaneous	2400	2400	0	2650	2650	3200	3520
3850/000	Insurance	13000	15900	10112	17500	17500	10000	11000
4051/000	Reports and Translation	30000	30000	33862	33000	33000	40000	44000
4070/000	Meetings & Conferences	143000	200000	285378	220000	220000	242000	258940
4200/000	Printing & Stationery	6000	6000	11287	6600	16600	18260	20100
4300/000	Rent Paid	96200	96200	82656	105820	95820	105402	115942
4310/000	Maintenance Switchboard	7000	7000	5035	7700	7700	8500	9350
4315/000	Maintenance Copier/Fax	2550	3000	4100	3300	6600	7500	8250
4400/001	Salaries Paid Cash	916493	916493	872812	1133064	1133064	1212379	1220876
<b>4400/001</b>	<b>Removal Expenses</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>4400/002</b>	<b>Installation grant</b>	<b>0</b>	<b>0</b>	<b>50417</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>4400/004</b>	<b>P.A.Y.E.</b>	<b>0</b>	<b>0</b>	<b>317216</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>4400/005</b>	<b>Social Security</b>	<b>0</b>	<b>0</b>	<b>2592</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
4500/000	Office expenses	1800	1800	4002	2000	2000	2200	2400
4600/000	Telephone and Fax	21000	21000	32460	23100	33100	27700	30500
4650/000	Travel – Flights	120000	140000	285378	154000	154000	187000	205700
4700/000	Wages – Casual	16500	16500	14547	18200	18200	19474	20838
4710/000	Car Allowance	18900	18900	20475	23100	23100	24717	26447
6250/010	Computer Equipment	0	0	0	0	0	22000	0
6300/000	Office Equipment	0	3000	2943	3000	13000	13000	13000
8300/000	Petty cash	5000	5000	5000	5500	5500	6420	6869
000/000	Staff costs	0	0	0	0	0	0	0
<b>TOTAL EXPENDITURE</b>		<b>1707383</b>	<b>1826533</b>	<b>2346389</b>	<b>2110458</b>	<b>2282758</b>	<b>2405702</b>	<b>2289357</b>
	SEAFO Staff PAYE	108684	0	0	0	0	0	0
	Contributions by Parties	<b>1598699</b>	<b>1598699</b>	<b>1598699</b>	<b>2110458</b>	<b>2110458</b>	<b>2405702</b>	<b>2289357</b>
<b>TOTAL INCOME</b>		<b>1707383</b>	<b>1598699</b>	<b>1598699</b>	<b>2110458</b>	<b>2110458</b>	<b>2405702</b>	<b>2289357</b>



## ANNEX 5

**Contracting Parties Contribution for 2011 based the adopted formula  
2011 Budget = N\$2,405702 and the calculation of the annual contribution of each  
Contracting Party shall be on the following basis:**

- a) 30% - Equal contribution among **(All Parties) = \$721711 ÷ 6 = 120285**  
(Angola, EU, Japan, Namibia, Norway and South Africa)
- b) 60% - of the budget be divided among the Parties according to their respective Gross National Income per capita as defined by World Bank  
75% equal among Parties with an annual per capita GN<sup>1</sup> exceeding \$10,000  
**(Parties EU, Norway and Japan) - \$1443421 x 0.75% = \$1,082566 ÷ 3 Parties = \$360855**  
25% equal among Parties with annual per capita GN<sup>1</sup> below \$10,000  
**(Parties Angola, Namibia and South Africa) - \$1443421 x 0.25% = \$360855 ÷ 3 Parties = \$120285**
- c) 10% - of budget divided equally among the Members having participated in fishing in one of the three previous years for fishery resources covered by the Convention **(Parties EU and Japan) - \$240570 ÷ 2 = \$120285**

<b>ANGOLA</b>	<b>EUROPEAN UNION</b>	<b>JAPAN</b>	<b>NAMIBIA</b>	<b>NORWAY</b>	<b>SOUTH AFRICA</b>
120285	120285	120285	120285	120285	120285
120285	360855	360855	120285	360855	120285
0	120285	120285	0	0	0
<b>240570</b>	<b>601425</b>	<b>601425</b>	<b>240570</b>	<b>481140</b>	<b>240570</b>

## ANNEX 6



### **RULES OF PROCEDURE FOR THE STANDING COMMITTEE ON ADMINISTRATION AND FINANCE**

#### **PART I: REPRESENTATION**

1. Each Member of the Commission shall be represented by one representative who may be accompanied by alternate representatives and advisers. However, at its discretion, the Standing Committee on Administration and Finance may restrict its deliberations to representatives/heads of delegation only, and such other persons that the Standing Committee on Administration and Finance Commission may invite.

#### **PART II: MAKING RECOMMENDATIONS**

2. The Chairperson shall put to the Standing Committee on Administration and Finance questions and proposals to be recommended to the Commission. The recommendations shall be taken according to the following provisions:

- a) Recommendations of the Standing Committee on Administration and Finance on matters of substance shall be taken by consensus. The question of whether a matter is one of substance shall be treated as a matter of substance.
- b) Recommendations on matters other than those referred to in paragraph (a) above shall be taken by a simple majority of the Members of the Standing Committee on Administration and Finance present and voting.

3. When necessary, the taking of decisions and votes on any proposal made during the period between meetings may be carried out by post or by other

means of textual communication:

- a) The Chairperson or a Member which requests the application of the procedure laid down by this Rule shall convey with the proposal a recommendation as to whether the decision should be taken in accordance with Rule 4(a) or Rule 4(b) of the Rules and Procedures of the Commission. Any disagreement on this matter shall be resolved in accordance with the provisions of Rule 4, and the following provisions.
- b) The Executive Secretary shall distribute copies of the proposal to all Members.

If the decision is to be taken in accordance with Rule 4(a) of the Commissions Rules of Procedures:

- i. Members shall immediately acknowledge receipt of the Executive Secretary's communication and respond within 60 days of the date of acknowledgment of the proposal, indicating whether they wish to support it, reject it, abstain on it, refrain from participating in the taking of the decision, or whether they require additional time to consider it, or whether they consider that it is not necessary for the decision to be taken during the period between meetings. In the latter case the Chairperson shall direct the Executive Secretary to inform all Members accordingly and the decision shall be remitted to the next meeting.
- ii. If there are no rejections and if no Member either seeks additional time or objects to the decision being taken between meetings, the Chairperson shall direct the Executive Secretary to inform all Members that the proposal has been adopted.
- iii. If the responses include a rejection of the proposal, the Chairperson shall direct the Executive Secretary to inform all Members that the proposal has been provided them with a brief description of all individual responses.
- iv. If the initial responses do not include a rejection of the proposal or an objection to the decision being taken between meetings, but a Member requests additional time to consider it, a further 30 days shall be allowed. The Executive Secretary shall inform all Members of the final date by which responses must be lodged. Members who have not responded by that date shall be deemed to be in support of the proposal. After the final date, the Chairperson shall direct the Executive Secretary to proceed in accordance with subparagraphs (ii) or (iii), as the case may be.
- v. The Executive Secretary shall distribute to each Member copies of all responses as they are received.

If the decision is to be taken in accordance with Rule 4(b) of the Commission Rules of

Procedures:

- i. Members shall immediately acknowledge receipt of the Executive Secretary's communication and respond within 60 days of the date of acknowledgment of the proposal, indicating whether they wish to support it, reject it, abstain on it or refrain from participating in the taking of the decision.
- ii. At the end of the 60-day period, the Chairperson shall count the votes and direct the Executive Secretary to inform all Members of the result.
- iii. The Executive Secretary shall distribute to each Member copies of all responses as they are received.

A proposal that has been rejected may not be reconsidered by way of postal voting until after the following meeting of the Standing Committee on Administration and Finance, but may be considered at that meeting.

4. At a meeting of the Standing Committee on Administration and Finance, unless it decides otherwise, the Standing Committee on Administration and Finance shall not discuss or take a decision on any item that has not been included in the provisional agenda for the meeting in accordance with Part IV of these Rules.

### **PART III: CHAIRPERSON, VICE-CHAIRPERSON AND EXECUTIVE SECRETARY**

5. The Standing Committee on Administration and Finance shall elect from among its Members a Chairperson and Vice-Chairperson, each of whom shall serve for a term of two years and shall be eligible for re-election for one additional term. The first Chairperson shall, however, be elected for an initial term of three years. The Chairperson and Vice-Chairperson shall not be representatives of the same Contracting Party.

6. A person representing a Member of the Commission as its Representative who is elected as Chairperson shall cease to act as a Representative upon assuming office and, whilst holding this office, shall not act as Representative, Alternate Representative or Adviser at meeting of the Standing Committee on Administration and Finance. The Member of the Commission concerned shall appoint another person to replace the one who was hitherto its Representative.

7. The Chairperson and Vice-Chairperson shall take office at the conclusion of the meeting at which they have been elected, except for the first Chairperson and Vice-Chairperson who shall take office immediately upon their election.

8. The Chairperson shall have the following powers and responsibilities:

- a) convene the regular and extraordinary meetings of the Standing Committee on Administration and Finance;
- b) preside at each meeting of the Standing Committee on Administration and Finance;
- c) open and close each meeting of the Standing Committee on

Administration and Finance;

- d) make rulings on points of order raised at meetings of the Standing Committee on Administration and Finance , provided that each representative retains the right to request that any such decision be submitted to the Commission for approval;
- e) put questions and notify the Standing Committee on Administration and Finance of the results of votes;
- f) approve a provisional Agenda for the meeting after consultation with representatives and the Executive Secretary;
- g) sign, on behalf of the Standing Committee on Administration and Finance, the reports of each meeting for transmission to the Commission as official documents of the proceedings; and
- h) exercise other powers and responsibilities as provided in these Rules and make such decisions and give such directions to the Executive Secretary as will ensure that the business of the Standing Committee on Administration and Finance is carried out effectively and in accordance with its decisions.

9. Whenever the Chairperson of the Standing Committee on Administration and Finance is unable to act, the Vice-Chairperson shall assume the powers and responsibilities of the Chairperson. The Vice-Chairperson shall act as Chairperson until the Chairperson resumes his or her duties. Whilst acting as Chairperson, the Vice-Chairperson will not act as Representative.

10. In the event of the office of Chairperson falling vacant due to resignation or permanent inability to act, the Vice-Chairperson shall act as Chairperson until the Standing Committee on Administration and Finance's next meeting on which occasion a new Chairperson shall be elected. Until the election of a new Chairperson, the Vice-Chairperson will not act as Representative, Alternate Representative or Adviser.

#### **PART IV: PREPARATION FOR MEETINGS**

11. The Executive Secretary shall prepare, in consultation with the Chairperson, a preliminary agenda for each meeting of the Standing Committee on Administration and Finance. He or she shall transmit this preliminary agenda to all Members of the Standing Committee on Administration and Finance Commission not less than 65 days prior to the beginning of the meeting.

12. Members of the Standing Committee on Administration and Finance proposing supplementary items for the preliminary agenda shall inform the Executive Secretary thereof no later than 45 days before the beginning of the meeting and accompany their proposal with an explanatory memorandum.

13. The Executive Secretary shall prepare, in consultation with the Chairperson, a provisional agenda for each meeting of the Standing Committee on Administration and Finance. The provisional agenda shall include:

- a) all items which the Standing Committee on Administration and Finance has previously decided to include in the provisional agenda;
- b) all items the inclusion of which is requested by any Member of the Standing Committee on Administration and Finance;

14. The Executive Secretary shall:

- a) make all necessary arrangements for meetings of the Standing Committee on Administration and Finance] Commission and its subsidiary bodies;
- c) take all the necessary steps to carry out the instructions and directions given to him by the Chairperson

15. The Executive Secretary shall transmit to all Members of the Standing Committee on Administration and Finance , not less than one month in advance of the Standing Committee on Administration and Finance meeting, the provisional agenda and explanatory memoranda or reports related thereto.

#### **PART V: CONDUCT OF BUSINESS AT MEETINGS**

16. The Chairperson shall exercise his or her powers of office in accordance with customary practice. He/she shall ensure the observance of the Rules of Procedure and the maintenance of proper order. The Chairperson, in the exercise of his or her functions shall remain under the authority of the meeting.

17. The Chairperson or Vice-Chairperson of the Standing Committee of Administration and Finance and of the Scientific Committee may attend all meetings of the Standing Committee on Administration and Finance. They shall be entitled to present the report of the Standing Committee on Administration and Finance and the Scientific Committee to the Commission and to address the Commission with regard to it.

18. No representative may address the meeting without having previously obtained the permission of the Chairperson. The Chairperson shall call upon speakers in the order in which they signify their desire to speak. The Chairperson may call a speaker to order if his or her remarks are not relevant to the subject under discussion.

19. Proposals and amendments shall normally be submitted in writing to the Executive Secretary, who shall circulate copies to all delegations. As a general rule, no proposal shall be discussed or put to the vote at any meeting of the Standing Committee on Administration and Finance unless copies have been distributed to all delegations in a reasonable time in advance. The Chairperson may, however, permit the discussion and consideration of proposals even though such proposals have not been circulated.

20. As a general rule proposals which have been rejected may not be

reconsidered until the next meeting of the Standing Committee on Administration and Finance.

21. A representative may at any time make a point of order and the point of order shall be decided immediately by the Chairperson in accordance with the Rules of Procedure. A representative may appeal against the ruling of the Chairperson. The appeal shall be put to a vote immediately and the Chairperson's ruling shall stand if upheld by a majority of the representatives present and voting. A representative making a point of order shall not speak on the substance of the matter under discussion.

22. A representative may at any time move the suspension or the adjournment of the session. Such motions shall not be debated, but shall be put to the vote immediately. The Chairperson may limit the time to be allowed to each speaker putting such a motion.

23. A representative may at any time move the adjournment of the debate on the item under discussion. In addition to the proposer of the motion, two representatives may speak in favour of, and two against the motion, after which the motion shall be put to the vote immediately. The Chairperson may limit the time to be allowed to speakers.

24. A representative may at any time move the closure of the debate on the item under discussion. In addition to the proposer of the motion, two representatives may speak against the motion, after which the motion shall be put to the vote immediately. If the meeting is in favour of the closure, the Chairperson shall declare the closure of the debate and a decision shall be taken immediately on the item under discussion. The Chairperson may limit the time to be allowed to speakers under this rule.

25. Subject to Rule 27 the following motions shall have precedence in the following order over all other proposals or motions before the session:

- a) to suspend the session;
- b) to adjourn the session;
- c) to adjourn the debate on the item under discussion;
- d) or the closure of the debate on the item under discussion.

26. With the exception of recording devices for use by the Secretariat, the use of film, video, sound and any other media devices to record meeting proceedings shall be prohibited for all participants in Standing Committee on Administration and Finance meetings.

## **PART VI: OBSERVERS**

27. The Executive Secretary may, when preparing with the Chairperson the preliminary agenda for a meeting of the Standing Committee on Administration and Finance, draw to the attention of Members of the Standing Committee on

Administration and Finance his or her view that the work of the Standing Committee on Administration and Finance would be facilitated by the attendance at its next meeting of an observer referred to in Rule 33 (Commission Rules of Procedures), an invitation to which was not considered at the previous meeting. The Executive Secretary shall so inform Members of the Standing Committee on Administration and Finance when transmitting to them the preliminary agenda under Rule 17 (Commission Rules of Procedures). The Chairperson shall request the Standing Committee on Administration and Finance to take a decision on the Executive Secretary's suggestion in accordance with Rule 7 (Commission Rules of Procedures), and the Executive Secretary shall so inform Members of the Standing Committee on Administration and Finance when transmitting to them the provisional agenda under Rule 19.

28. Observers may be present at public and private sessions of the Standing Committee on Administration and Finance . If a Member of the Standing Committee on Administration and Finance so requests, sessions of the Standing Committee on Administration and Finance at which a particular agenda item is under consideration shall be restricted to its Members and Observers referred to in Rule 33(a) and Rule 33(b) (Commission Rules of Procedures). With respect to any session so restricted, the Standing Committee on Administration and Finance may also agree to invite Observers referred to in Rule 33(c) (Commission Rules of Procedures).

29. The Chairperson may invite observers to address the Standing Committee on Administration and Finance unless a Member of the Standing Committee on Administration and Finance objects. Observers are not entitled to participate in the taking of de

30. Observers may submit documents to the Secretariat for distribution to Members of the Standing Committee on Administration and Finance as information documents. Such documents shall be relevant to matters under consideration in the Standing Committee on Administration and Finance. Unless a Member or Members of the Standing Committee on Administration and Finance otherwise such documents shall be available only in the language or languages and in the quantities in which they were submitted. Such documents shall only be considered as [Standing Committee on Administration and Finance Commission documents if so decided by the Standing Committee on Administration and Finance

## **PART VII: LANGUAGES**

31. The official and working languages of the Standing Committee on Administration and Finance shall be English and Portuguese.

## **PART VIII: REPORTS AND NOTIFICATIONS**

32. Reports of meetings of the Standing Committee on Administration and Finance shall be prepared by the Executive Secretary in conjunction with the Chairperson of



the Standing Committee on Administration and Finance. A draft report of such meetings shall be considered by the Standing Committee on Administration and Finance before it is adopted at the end of the meeting. The Chairperson of the Standing Committee on Administration and Finance shall present the report to the plenary during the Commission meetings.

## Annex 11

### REVIEW 2009 AND 2010 BUDGET AND BUDGET FORECAST 2011 AND 2012

Budget line	Activity description	Allocation	Revised	Exp	Allocation	Allocation	Allocation	Allocation
		2009	2009	Actual	2010	2010 Rev	2011	2012
3000/000	Accounting Fees	30000	62000	67199	30000	50000	33000	36300
3050/000	Advertising & Promotions	10000	10000	7100	10000	10000	30000	11000
3100/000	Consultant	80000	80000	66200	26000	26000	170000	0
3150/000	Performance Review				80000	210000	0	0
3200/000	Bank Charges	12000	12000	9617	12000	12000	15000	16500
3300/000	Computer Expenses	4000	4000	12669	4000	8000	8800	9680
3301/000	Software Upgrade	5000	5000	0	14200	4200	5000	5500
3302/000	Internet lease Line	62000	62000	58171	62000	62000	68200	75020
3303/000	Rent - Internet	5000	5000	4282	5000	5000	5500	6050
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3310/000	Security/Alarm	1200	5000	1480	1350	1350	1450	1595
3355/000	Contingency	8000	8000	4250	8000	8000	8800	9680
3400/000	Courier & Postage	6500	6500	13210	7150	12150	8700	8700
3700/000	Miscellaneous	2400	2400	0	2650	2650	3200	3520
3850/000	Insurance	13000	15900	10112	17500	17500	10000	11000
4051/000	Reports and Translation	30000	30000	33862	33000	33000	40000	44000
4070/000	Meetings & Conferences	143000	200000	285378	220000	220000	242000	258940
4200/000	Printing & Stationery	6000	6000	11287	6600	16600	18260	20100
4300/000	Rent Paid	96200	96200	82656	105820	95820	105402	115942
4310/000	Maintenance Switchboard	7000	7000	5035	7700	7700	8500	9350
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4400/001	Salaries Paid Cash	916493	916493	872812	1133064	1133064	1212379	1220876
<b>4400/001</b>	<b>Removal Expenses</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>4400/002</b>	<b>Installation grant</b>	<b>0</b>	<b>0</b>	<b>50417</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>4400/004</b>	<b>P.A.Y.E.</b>	<b>0</b>	<b>0</b>	<b>317216</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>4400/005</b>	<b>Social Security</b>	<b>0</b>	<b>0</b>	<b>2592</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
4500/000	Office expenses	1800	1800	4002	2000	2000	2200	2400
4600/000	Telephone and Fax	21000	21000	32460	23100	33100	27700	30500
4650/000	Travel – Flights	120000	140000	285378	154000	154000	187000	205700
4700/000	Wages – Casual	16500	16500	14547	18200	18200	19474	20838
4710/000	Car Allowance	18900	18900	20475	23100	23100	24717	26447
6250/010	Computer Equipment	0	0	0	0	0	22000	0
6300/000	Office Equipment	0	3000	2943	3000	13000	13000	13000
8300/000	Petty cash	5000	5000	5000	5500	5500	6420	6869
000/000	Staff costs	0	0	0	0	0	0	0
<b>TOTAL EXPENDITURE</b>		<b>1707383</b>	<b>1826533</b>	<b>2346389</b>	<b>2110458</b>	<b>2282758</b>	<b>2405702</b>	<b>2289357</b>
	SEAFO Staff PAYE	108684	0	0	0	0	0	0
	Contributions by Parties	<b>1598699</b>	<b>1598699</b>	<b>1598699</b>	<b>2110458</b>	<b>2110458</b>	<b>2405702</b>	<b>2289357</b>
<b>TOTAL INCOME</b>		<b>1707383</b>	<b>1598699</b>	<b>1598699</b>	<b>2110458</b>	<b>2110458</b>	<b>2405702</b>	<b>2289357</b>

## ANNEX 12

**Contracting Parties Contribution for 2011 based the adopted formula  
2011 Budget = N\$2,405702 and the calculation of the annual contribution of each  
Contracting Party shall be on the following basis:**

- a) 30% - Equal contribution among **(All Parties) = \$721711 ÷ 6 = 120285**  
(Angola, EU, Japan, Namibia, Norway and South Africa)
- b) 60% - of the budget be divided among the Parties according to their respective Gross National Income per capita as defined by World Bank  
75% equal among Parties with an annual per capita GN<sup>1</sup> exceeding \$10,000  
**(Parties EU, Norway and Japan) - \$1443421 x 0.75% = \$1,082566 ÷ 3 Parties = \$360855**  
25% equal among Parties with annual per capita GN<sup>1</sup> below \$10,000  
**(Parties Angola, Namibia and South Africa) - \$1443421 x 0.25% = \$360855 ÷ 3 Parties = \$120285**
- c) 10% - of budget divided equally among the Members having participated in fishing in one of the three previous years for fishery resources covered by the Convention **(Parties EU and Japan) - \$240570 ÷ 2 = \$120285**

<b>ANGOLA</b>	<b>EUROPEAN UNION</b>	<b>JAPAN</b>	<b>NAMIBIA</b>	<b>NORWAY</b>	<b>SOUTH AFRICA</b>
120285	120285	120285	120285	120285	120285
120285	360855	360855	120285	360855	120285
0	120285	120285	0	0	0
<b>240570</b>	<b>601425</b>	<b>601425</b>	<b>240570</b>	<b>481140</b>	<b>240570</b>