SOUTH EAST ATLANTIC FISHERIES ORGANISATION

REPORT OF THE 12TH ANNUAL MEETING OF THE STANDING COMMITTEE ON ADMINISTRATION AND FINANCE (SCAF) - 2020

23 – 26 November 2020
By Correspondence

The Secretariat
NatMIRC Bldg, Strand Street No. 1
Swakopmund, Namibia
Phone: + 264 (64) 406-885
Email: info@seafo.org
Url: www.seafo.org

Chairperson of SEAFO Standing Committee on Administration and Finance
Me. Graça D’Almeida (NAMIBIA)
Email: graca.d'almeida@mfmr.gov.na
REPORT OF THE 12TH ANNUAL MEETING OF THE STANDING COMMITTEE ON ADMINISTRATION AND FINANCE (SCAF)

By Correspondence 23 – 26 November 2020

1. Opening of the meeting
   The 12th Annual Meeting of the SEAFO Standing Committee on Administration and Finance (SCAF) was convened via correspondence and opened by the Chairperson, Me. Graça D’Almeida (NAMIBIA) at 11:30 (GMT+2) on 23rd November 2020.

   The Chairperson opened the meeting by distributing a letter by email in which she explains how each agenda point will be addressed during the meeting.

2. Appointment of Rapporteur
   The Secretariat was confirmed as rapporteur.

3. Adoption of agenda and meeting arrangements
   The agenda was reviewed and adopted with no amendments (Appendix I).

   The Chairperson explained that the meeting will mainly be conducted by email but also by use of Google Docs where possible. She emphasised that feedback from all Parties are important and especially when adopting the Parties’ contribution for 2021.

4. Introduction of Parties’ Delegations
   The list of attendance can be seen in (Appendix II).

5. Presentation of the 2019 Audit Report
   The 2019 audit report (DOC/SCAF/03/2020) and the Report to Management from the Auditors (DOC/SCAF/04/2020) were available for comments from participants.

   SCAF noted the auditor’s opinion that the financial statements present fairly, in all material respects, the financial position of SEAFO as at 31 December 2019, and its financial performance and cash flows for the year then ended in accordance with the basis of accounting. The auditors further reported that the audit evidence they have obtained is enough and appropriate to provide a basis for their opinion.

   The auditor’s Report for Management contained no comments from the auditors.

   ACTION: The Audited Financial Statements for the 2019 financial year was endorsed by the SCAF and recommends to the Commission to approve it.
6. **Presentation of the Executive Secretary’s Report on Administration and Finance**

The Executive Secretary’s report on Administration and Finance ([DOC/SCAF/05/2020](#)) covering the period from January 2020 to end of September 2020 was available for questions and comments by participants.

The Executive Secretary reported that only three Contracting Parties made their contributions at the time of the compilation of the 2020 report. The ES informed the meeting that part of the outstanding contribution of Namibia was received after the compilation of the report. The other outstanding Contracting Parties confirmed that their payments will be done soonest and before the end of January 2021.

SCAF expressed satisfaction with the report presented by the Secretariat.

7. **Approval of the 2020 Provisional Budget and 2021 forecast Budget**

The 2021 provisional and the forecast budget for 2022 and the explanatory notes ([DOC/SCAF/07/2020](#)) & ([DOC/SCAF/06/2020](#)) was available for participants for questions and comments.

The overall proposed budget for 2021 ([Appendix III](#)) is N$ 3,957,541.52, which is a 4.86% decrease from the allocated budget for 2020 of N$ 4,159,831.23

**ACTION:** The SCAF agreed to propose the budget to the Commission for approval.

8. **Contributions by Parties**

Contributions by parties were calculated based on the formula adopted in 2009 ([Appendix V](#)).

**ACTION:** The SCAF agreed to propose the Contributions to the Commission for approval.

9. **Adoption of the SCAF Report**

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

10. **Closure of meetings**

The Chairperson closed the meeting at 09:30 on 26th Nov 2020. She thanked the delegates for their support and cooperation.
APPENDIX I: List of Documents and Agenda of the 12th Standing Committee on Administration and Finance

LIST OF DOCUMENTS FOR 12th MEETING OF THE STANDING COMMITTEE on ADMINISTRATION & FINANCE (SCAF) - 2020

CHAIRPERSON: Graca d’Almeida (Namibia 2020-2021)  VENUE: Correspondence

<table>
<thead>
<tr>
<th>Document Ref. Number</th>
<th>Agenda Item</th>
<th>Document Title</th>
<th>Provider</th>
<th>Availability of Document</th>
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<tbody>
<tr>
<td>DOC/SCAF/00/2020</td>
<td>All</td>
<td>List of Documents</td>
<td>Secretariat</td>
<td>Available before meeting</td>
</tr>
<tr>
<td>DOC/SCAF/01/2020</td>
<td>All</td>
<td>Provisional Agenda of the 12th Meeting of SCAF</td>
<td>Secretariat</td>
<td>Available before meeting</td>
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<td>DOC/SCAF/02/2020</td>
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<td>Provisional Annotated Agenda of the 12th Meeting of SCAF</td>
<td>Secretariat</td>
<td>Available before meeting</td>
</tr>
<tr>
<td>DOC/SCAF/03/2020</td>
<td>5</td>
<td>Annual Financial Statements 2019</td>
<td>Auditors/Secretariat</td>
<td>Available before meeting</td>
</tr>
<tr>
<td>DOC/SCAF/04/2020</td>
<td>5</td>
<td>Auditors’ Management Letter 2019</td>
<td>Auditors/Secretariat</td>
<td>Available before meeting</td>
</tr>
<tr>
<td>DOC/SCAF/05/2020</td>
<td>6</td>
<td>Executive Secretary’s Report on Administration &amp; Finance</td>
<td>Secretariat</td>
<td>Available before meeting</td>
</tr>
<tr>
<td>DOC/SCAF/06/2020</td>
<td>7</td>
<td>Provisional 2021 &amp; 2022 forecast budget</td>
<td>Secretariat</td>
<td>Available before meeting</td>
</tr>
<tr>
<td>DOC/SCAF/07/2020</td>
<td>7</td>
<td>Provisional 2021 &amp; 2022 forecast budget explanatory notes</td>
<td>Secretariat</td>
<td>Available before meeting</td>
</tr>
<tr>
<td>DOC/SCAF/08/2020</td>
<td>8</td>
<td>Contribution of Contracting Parties</td>
<td>Secretariat</td>
<td>Available before meeting</td>
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PROVISIONAL AGENDA FOR THE 12TH ANNUAL MEETING OF THE SEAFO STANDING COMMITTEE ON ADMINISTRATION & FINANCE (SCAF) – 2020

CHAIRPERSON: Graca d’Almeida (Namibia 2020-2021)  
VENUE: Correspondence

VICE-CHAIR: Kristoffer-Krogh Bjorklund (Norway 2020-2021)  
DATE: 23-24 November 2020

<table>
<thead>
<tr>
<th>Item</th>
<th>Agenda Item</th>
<th>Working Document</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>Opening of Meeting by Chairperson</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Appointment of Rapporteur</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Adoption of Agenda and Meeting Arrangements</td>
<td>DOC/SCAF/00/2020, DOC/SCAF/01/2020, DOC/SCAF/02/2020</td>
</tr>
<tr>
<td>4</td>
<td>Introduction of Delegations</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Presentation of the 2019 Audit Report</td>
<td>DOC/SCAF/03/2020, DOC/SCAF/04/2020</td>
</tr>
<tr>
<td>6</td>
<td>Presentation of the Executive Secretary’s Report on Administration &amp; Finance</td>
<td>DOC/SCAF/05/2020</td>
</tr>
<tr>
<td>7</td>
<td>Approval of 2021 Provisional &amp; 2022 Forecast Budget</td>
<td>DOC/SCAF/06/2020, DOC/SCAF/07/2020</td>
</tr>
<tr>
<td>8</td>
<td>Contribution by Contracting Parties</td>
<td>DOC/SCAF/08/2020</td>
</tr>
<tr>
<td>9</td>
<td>Adoption of the 2020 Standing Committee on Admin &amp; Finance Report</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Closure of meeting</td>
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</table>
PROVISIONAL ANNOTATED AGENDA FOR THE 12TH MEETING OF THE STANDING COMMITTEE ON ADMINISTRATION & FINANCE (SCAF) – 2020

CHAIRPERSON: Graca d’Almeida (Namibia 2020-2021) 

VENUE: Correspondence

VICE-CHAIR: Kristoffer-krogh Bjorklund (Norway 2020-2021) 

DATE: 23-24 November 2020

NOTES:
- Actions that will take place or will be required during the correspondence meeting are in RED.
- Please note the times allocated for the different actions can be changed as needed as the meeting goes along.

1. Opening of the meeting
   The Chairperson will open the meeting and welcome delegates by email at 08:00 (GMT+2) on 23rd November 2020.

2. Appointment of Rapporteur
   The Executive Secretary will be the rapporteur.

3. Adoption of agenda and meeting arrangements
   The list of documents, agenda and annotated agenda will be available to members one month before the meeting (DOC/SCAF/01/2020, DOC/SCAF/01/2020 & DOC/SCAF/02/2020).
   The provisional agenda (DOC/SCAF/01/2020) and the annotated agenda DOC/SCAF/02/2020 will be shared on Google Docs on 23rd November at 08:00 (GMT+2) and responses can be made until 06:00 (GMT+2). A NO response will count as AGREED and the agenda will be adopted.
   Registered delegates (as nominated by the Heads of Delegations) will be informed of any practical arrangements for the meeting by the Executive Secretary on 23rd November 2020 by email at 08:00 (GMT+2).

4. Introduction of Delegates
   The Executive Secretary will announce the registered participants on 23rd November 2020 at 06:00 (GMT+2) by email.

5. Presentation of the 2019 Audit Report
   The 2019 audit report (DOC/SCAF/03/2020) and the Auditors’ Report to Management (DOC/SCAF/04/2020) will be shared on 23rd November at 08:00 (GMT+2) on Google Docs and delegates can add comments and questions if needed until 05:00 (GMT+2) on 24th November.
6. The Executive Secretary's Report on Administration and Finance
   The report on Administration and Finance (DOC/SCAF/03/2020) covering the period from January to
   September 2020 will be shared on 23rd October at 08:00 (GMT+2) by using Google Docs and delegates
   can add comments and questions until 05:00 (GMT+2) on 24th November.

7. Approval of the Provisional 2021 Budget and 2022 Forecast Budget
   The Provisional 2021 and 2022 Forecast Budget (DOC/SCAF/06/2020) as well as the explanatory notes
   (DOC/SCAF/07/2020) will be shared on the 23rd October after 8:00 (GMT+2) on Google Docs and delegates
   can add comments and questions until 10:00 (GMT+2) on 23rd November. (Discussions on the Salaries of
   the Secretariat will be done via email by the Chairperson during this time and she will inform the Secretariat
   about the decision.) Changes will then be made to the budget if needed and shared on Google Docs at 08:00
   (GMT+2) on 24th November to be approved by the Committee by 09:30 (GMT+2) on 24th November.

8. Contribution by Parties
   The Committee shall take note of the contribution allocation of the various Contracting Parties on the approved
   2021 budget (DOC/SCAF/08/2020). This document will be updated after the approval of the 2021 budget and
   shared by using Google Docs at 08:00 (GMT+2) on 24th November together with the budget.

9. Adoption of the SCAF Report
   The Committee will review and adopt the report which will be compiled by the Executive Secretary and the
   Chairperson and shared on Google Docs at about 10:00 (GMT+2) on 24th November and delegates can add
   comments until 10:30 on 24th November. The report will be submitted to the Commission.

10. Closure of meeting
    The Chair will declare the closure of the meeting by email after all items have been concluded.
APPENDIX II: List of Participants

**CHAIRPERSON**

**Graca B. D’ALMEIDA**
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Lead Negotiator
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Email: Ivoges@seafo.org
## Appendix III: Provisional 2021 and 2022 Forecasted Budget

### PROVISIONAL 2021 BUDGET and 2022 FORECAST BUDGET

<table>
<thead>
<tr>
<th>Vote</th>
<th>Description</th>
<th>Approved Budget 2020</th>
<th>Actual 2019</th>
<th>Estimated Expenditure 2020</th>
<th>Provisional Budget 2021</th>
<th>Change %</th>
<th>Forecast Budget 2022</th>
<th>Change %</th>
</tr>
</thead>
<tbody>
<tr>
<td>4321/000</td>
<td>Rental &amp; Maint - Switchboard</td>
<td>130,124.00</td>
<td>118,201.16</td>
<td>119,468.20</td>
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<td>4311/000</td>
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<td>16,425.40</td>
<td>16,400.77</td>
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<tr>
<td>4600/000</td>
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<td>5,744.83</td>
<td>4,794.68</td>
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<td>7,490.00</td>
<td>6.4%</td>
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<tr>
<td></td>
<td></td>
<td>36,437.48</td>
<td>34,390.76</td>
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<td>10,700.00</td>
<td>7.0%</td>
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<td>10,700.00</td>
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<td>315,507.01</td>
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<td>4070/000</td>
<td>Meetings Venue</td>
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<td>4070/001</td>
<td>Meetings Flights</td>
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<td>-</td>
<td>-</td>
<td>-</td>
<td>-0%</td>
<td>-</td>
<td>-0%</td>
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<tr>
<td>4070/002</td>
<td>Meeting Accommodation</td>
<td>-</td>
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<td>-</td>
<td>-</td>
<td>-0%</td>
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<td>-0%</td>
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<td>4070/003</td>
<td>Meetings Road</td>
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<td>-</td>
<td>-</td>
<td>-0%</td>
<td>-</td>
<td>-0%</td>
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<tr>
<td>4070/004</td>
<td>Meeting Assistance</td>
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<td></td>
<td></td>
<td>491,584.32</td>
<td>341,168.50</td>
<td>732.61</td>
<td>491,584.32</td>
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<td>5000/000</td>
<td>Accounting fees</td>
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<td>159,574.00</td>
<td>175,531.40</td>
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<td>183,698.70</td>
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<td>3000/000</td>
<td>Advertising &amp; Promotions</td>
<td>10,000.00</td>
<td>397.49</td>
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<td>5,550.00</td>
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<td>2,748.33</td>
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<td>3700/000</td>
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<td>6,105.00</td>
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<td>8,033.03</td>
<td>0.0%</td>
<td>8,959.34</td>
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<td>32,744.99</td>
<td>28,010.88</td>
<td>2.3%</td>
<td>28,655.13</td>
<td>2.3%</td>
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<td>Legal Fees</td>
<td>-</td>
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<td>7,500.00</td>
<td>2,459.85</td>
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<td>Office expenses</td>
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<td>Travel Flights</td>
<td>133,750.00</td>
<td>40,931.88</td>
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<td>Estimated Expenditures 2020</td>
<td>Provisional Budget 2021</td>
<td>Increase %</td>
<td>Forecast Budget 2022</td>
<td>Increase %</td>
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<td>4051</td>
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<td>420,012.97</td>
<td>-</td>
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<td></td>
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<td>1,524,472.82</td>
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<td>600.00</td>
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<td>4410</td>
<td>Car Allowance</td>
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<td>36,854.90</td>
<td>36,854.90</td>
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<td>37,257.62</td>
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<td>2,156,414.99</td>
<td>2,084,762.91</td>
<td>2,153,550.00</td>
<td>2,206,670.04</td>
<td>2.4%</td>
<td>2,209,655.81</td>
<td>2.4%</td>
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<td>Wages - Casual</td>
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<td>10,605.98</td>
<td>6,723.98</td>
<td>14,616.98</td>
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<td>14,953.17</td>
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<td>Social Security Contribution</td>
<td>231.12</td>
<td>180.85</td>
<td>231.12</td>
<td>247.30</td>
<td>7%</td>
<td>264.41</td>
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<td>14,611.38</td>
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<td>6,954.80</td>
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<td>15,217.58</td>
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<td>Total Budget</td>
<td>4,159,831.23</td>
<td>3,155,648.07</td>
<td>3,159,344.39</td>
<td>3,957,541.57</td>
<td>-4.86%</td>
<td>4,441,115.65</td>
<td>12%</td>
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</table>
Appendix IV: Contribution Calculations 2021

**CONTRIBUTION CALCULATION ON PROVISIONAL BUDGET OF 2021**

<table>
<thead>
<tr>
<th>Provisional Budget 2021</th>
<th>3,957,541.52</th>
<th>Angola</th>
<th>EU</th>
<th>Japan</th>
<th>Korea</th>
<th>Namibia</th>
<th>Norway</th>
<th>South Africa</th>
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<tbody>
<tr>
<td><strong>Contribution for 2021</strong></td>
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<td></td>
<td></td>
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<tr>
<td>30% Countries sharing equally</td>
<td>1,187,762.45</td>
<td>169,608.92</td>
<td>169,608.92</td>
<td>169,608.92</td>
<td>169,608.92</td>
<td>169,608.92</td>
<td>169,608.92</td>
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<tr>
<td>60% shared on GDP</td>
<td>2,374,524.91</td>
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<tr>
<td>(EU, Japan, Korea &amp; Norway)</td>
<td></td>
<td>197,877.08</td>
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<td>25% Developing Countries</td>
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<td>131,918.05</td>
<td>131,918.05</td>
<td>131,918.05</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Angola, Namibia &amp; South Africa)</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>10% Active Fishing Countries</td>
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<td>131,918.05</td>
<td>131,918.05</td>
<td>131,918.05</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>(EU, Japan &amp; Namibia)</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>Total</strong></td>
<td>3,957,541.52</td>
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<td>746,750.39</td>
<td>746,750.39</td>
<td>614,832.34</td>
<td>499,404.05</td>
<td>614,832.34</td>
<td>367,486.00</td>
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</tbody>
</table>

**Balance of 28 September 2020**

| Outstanding contribution for 2019 | 607,422.37 |        |     |       |       |         |        |              |
| Overpayment for 2019 | 53,315.38 | 18,790.18 | 23,575.35 | 10,949.65 | 597,150.18 | 10,222.19 |        |              |
| 2020 Contribution to pay | 4,159,831.21 | 386,370.04 | 646,259.49 | 854,251.06 | 646,259.49 | 594,266.60 | 646,259.49 | 386,297.04 |
| Payment received during 2020 | 2,769,300.48 | 645,425.49 | 859,840.81 | 597,150.18 | 666,886.00 |        |        |              |
| **Negative values indicates OVERPAYMENT** | 1,944,687.72 | 367,479.86 | 834.00 | -29,165.10 | 635,309.64 | 594,266.60 | -10,302.32 | 386,297.04 |

**Final Contribution**

|                  | 5,902,229.24 | 734,965.86 | 747,584.39 | 717,585.29 | 1,250,141.98 | 1,093,665.65 | 604,530.02 | 753,756.04 |