



REPORT OF THE 1<sup>st</sup> ANNUAL MEETING OF THE STANDING COMMITTEE ON ADMINISTRATION AND  
FINANCE  
2009

The Secretariat  
P.O. Box 4296  
Walvis Bay, Namibia  
Phone: +264-64-220387  
Facsimile: +264-64-220389  
Email: [info@seafo.org](mailto:info@seafo.org)  
URL: [www.seafo.org](http://www.seafo.org)

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

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

The 1<sup>st</sup> Annual Meeting of the Standing Committee on Administration and Finance was convened in Swakopmund, Namibia from 6-7 October 2009. The Meeting was called to order by the Executive Secretary, Dr. B. Van Zyl. In his opening remarks, the Chairperson warmly welcomed the delegates and expressed his wishes for a successful meeting. He further noted the absence of the delegation of the Republic of South Africa. He explained the protocol regarding the convening of the first meeting of SCAF.

## **2. Appointment of Rapporteur**

Mr. Ruben Hamunyela was appointed as Rapporteur to the meeting.

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

The agenda was adopted with two changes. The revised agenda is provided as Annex 1.

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

Four Contracting Parties namely Angola, EU, Namibia and Norway were present. The Head of Delegations introduced members of their respective delegations. List of participants is provided in Annex 2.

## **5. Introduction and Admission of Observers**

Observers from Japan, Korea, USA, the FAO and Benguela Current Commission were present. List of participants is provided in Annex 2.

## **6. Election of Office Bearers**

A request to nominate the chairperson and vice chairperson of the committee was put on the table. Namibia was nominated to take chairmanship of the committee while the EC was nominated for the position of the vice-chairperson. Ms G. D'Almeida was appointed by the Namibian Head of Delegation to take up chairmanship while Mr. Alan Gray was appointed by the Head of the EC delegation to a vice-chairperson.

## **7. Standing Committee on Administration and Finance Terms of Reference (TOR)**

The members of SCAF have familiarised themselves with the TOR established and adopted by the Commission during the 2008 Annual Meeting (Annex 3).

## **8. Rules and Procedures for SCAF**

SCAF members revised the document provided by the Secretariat on Rules of Procedures: Standing Committee on Administration and Finance and adopted the amended document (Annex 4).

## **9. Report on Administration and Finance**

9.1 The Executive Secretary presented a report on administration and finance with the following documents:

- Doc 05/2009: Preliminary Report on Administration and Finance October 2008-September 2009
- Doc 06/2009: Auditor s' Report for 2008 Financial Statements from PricewaterhouseCoopers.
- Doc 07/2009: Draft Budget 2010 and Draft Budget Forecast 2011

9.2 The Executive Secretary presented the contributions by contracting parties to SEAFO as reflected on doc 05/2009. The Executive Secretary informed the meeting that two countries namely Angola and South Africa were in arrears with their contributions. The rest of the contracting parties were in the clear.

9.3 The Executive Secretary also brought up the issue of tax payable by SEAFO to the Namibia government. He informed the meeting that SEAFO had to pay a large amount of PAYE tax that accrued over the years. The meeting was informed that as a result of the amount paid, the PAYE for 2008 had been settled but 2009 was still to be paid. He asked guidance from the members on the issue of PAYE as it could have a negative effect on the Organisation s' finances.

## **10 Consideration of the Executive Secretary report**

10.1 The meeting considered the Executive Secretary report as presented.

10.2 The EC and Norway called on contracting parties to pay their arrears, the finances of the organisation could be in better position. The other member countries agreed that member countries that were in arrears should pay their dues to improve the financial position of the organisation.

10.3 All members agreed that a strong message should be sent to the members in arrears to pay their contributions. SCAF recommended as a matter of urgency that the Chairperson of the Commission together with Secretariat draft a letter demanding payment from those parties.

10.4 Angola informed the meeting that it will follow up on the payment of contributions and will make sure that payment is made as soon as possible but did not specify when the payment was going to be made.

### **11. Audit Report**

The audited financial statements were presented by the Executive Secretary as document DOC/SCAF/Meeting/06/2009 to the Committee. The meeting took note of the report and expressed satisfaction.

### **12. Review of staff working contracts**

Following review and discussion of the draft contracts provided by the Executive Secretary as per document DOC/SCAF/MEETING/08/2009, the Committee forwarded to the Commission revised draft contracts for the Commission s' approval.

### **13. Proposed Budget**

SCAF reviewed the draft budget provided by Executive Secretary as per document DOC/SCAF 07/2009 and recommends that the commission adopts the revised budget (Annex 5).

### **14. Special Requirements Fund**

14.1 The Executive Secretary introduced this item on the basis of document DOC/SCAF/MEETING/10/2009.

14.2 The meeting emphasized the need for the creation of a fund to assist developing Parties in line with the SEAFO Convention. Furthermore, the meeting took note that contribution to the fund is on a voluntary basis.

14.3 The meeting has considered the proposed text and recommends the adoption thereof by the Commission (Annex 6).

### **15. Review formula of contribution by parties.**

15.1 The meeting were informed that the review of the formula is based on Article 13 of the SEAFO Convention. The current formula is only an interim formula and should be revised to more fair to developing Parties.

15.2 The meeting discussed a formula of contribution based on a proposal submitted by the EU. The new formula is based on three part system namely (a) 30% equal contribution, (b) contribution according to Gross National Income and (c) participation in the fisheries in the SEAFO CA.

15.3 The meeting agreed that the formula maintain a good balance between developed and developing Parties.

15.4 The meeting recommends that the Commission adopts the formula (Annex 7)

**16 Any other Matters**

There were no other matters.

**17 Adoption of the Report**

The report was presented and adopted by the meeting.

**18 Venue and date of next meeting**

The SCAF agreed not to set a date and await the agreed date for the 2010 Commission meeting. SCAF expressed the view that Standing Committee on Administration and Finance meetings be convened during the 2010 annual Commission meeting, as in this and previous years.

**19 Closure of meeting**

On Wednesday 7<sup>th</sup> October at 18h00 hrs the Chairperson declared the closure of the meeting after all items had been concluded. In her closing remarks, the Chair expressed satisfaction for the work accomplished and thanked all participants for their valuable contributions. SCAF expressed satisfaction on the leadership and guidance provided by the chair.

## **Annex 1**

### **Agenda of the 1<sup>st</sup> Meeting of the Standing Committee on Administration and Finance**

1. Opening of the meeting
2. Appointment of Rapporteur
3. Adoption of the agenda and meeting arrangements
4. Introduction of Parties Delegations
5. Introduction of Admission of Observers
6. Election of Office Bearers
7. Terms of Reference: Standing Committee on Administration and finance
8. Rules of procedures: Standing Committee on Administration and finance
9. Report on Administration and Finance: Executive Secretary
10. Consideration of Executive Secretary report
11. Audit Report
12. Review of staff working contracts
13. Proposed Budget 2010
14. Special Requirements Fund
15. Review of formula of contribution by Parties
16. Any other matters
17. Adoption of the report
18. Venue and date of next meeting
19. Closure of meeting

## Annex 2

### List of Participants

#### ANGOLA

Dielobaka NDOMBELE (Head of Delegation)  
Instituto Nacional de InvestigaçãO Pescas  
Ministry of Fisheries  
P. O. Box 2601  
Ilha de Luanda, Angola  
Phone: +244 323474445  
Fax: +244 222 309731  
Email: [intercambio-director@angola-minpescas.com](mailto:intercambio-director@angola-minpescas.com)

Kumbi KIILONGO  
Fisheries Scientist  
Instituto Nacional de InvestigaçãO Pescas  
Ministry of Fisheries  
P. O. Box 2601  
Ilha de Luanda, Angola  
Phone: +244 222309077  
Fax: +244 222 309731  
Email: [kkilongo@gmail.com](mailto:kkilongo@gmail.com)

#### EUROPEAN COMMUNITY

Constantin ALEXANDROU (Head of Delegation)

DG Fisheries and Maritime Affairs  
External Policy and International and Regional Arrangements  
European Commission  
B- 1049 Brussels, Belgium  
Phone: +32 22990077  
Fax: +32 22956858  
Email: [constantin.alexandrou@ec.europa.eu](mailto:constantin.alexandrou@ec.europa.eu)

Alan GRAY  
DG Fisheries and Maritime Affairs  
External Policy and International and Regional Arrangements  
European Commission  
Rue Joseph II, 99  
B- 1049 Brussels, Belgium  
Phone: +32 22990077

Fax: +32 22956858  
Email: [alan.gray@ec.europa.eu](mailto:alan.gray@ec.europa.eu)

Willem BRUGGE  
Head of Unit, Fisheries Inspection  
General Directorate for Fisheries and Maritime Affairs  
European Commission  
Rue Joseph II, 99  
B-1049 Brussels, Belgium  
Phone: +32 22955137  
Fax: +32 22956858  
Email: [willem.brugge@ec.europa.eu](mailto:willem.brugge@ec.europa.eu)

Luis LOPEZ-ABELLAN  
Instituto Español de Oceanografía  
Centro Oceanográfico de Canarias  
CTRA. San Andres No 45  
38120 S/C de Tenerife  
Islas Canarias ESPAÑA  
Tel: +34-922549400  
Fax: +34-922549554  
E-mail: [Luis.lopez@ca.ieo.es](mailto:Luis.lopez@ca.ieo.es)

Phil LARGE  
Lowestoft Laboratory  
Pakefield Road  
Lowestoft  
Suffolk NR 33 0HT  
Tel : +44-1502-562244  
Fax : +44-1502-513865  
UNITED KINGDOM  
E-mail : [Phil.large@cefasc.co.uk](mailto:Phil.large@cefasc.co.uk)

#### NAMIBIA

Moses MAURIHUNGIRIRE (Head of Delegation)  
Director: Resource Management  
Ministry of Fisheries and Marine Resources  
Private Bag 13355  
Windhoek, Namibia  
Phone: +264 61 2053114  
Fax: +264 61 220558

Email: [mmaurihungirire@mfmr.gov.na](mailto:mmaurihungirire@mfmr.gov.na)

Bony AMUTSE  
Deputy Director: MCS  
Ministry of Fisheries and Marine Resources  
Private Bag 13355  
Windhoek, Namibia  
Phone: +264 61 205 3911  
Fax: +264 61 205 224566  
Email: [bamutse@mfmr.gov.na](mailto:bamutse@mfmr.gov.na)

Titus ILENDE  
Deputy Director  
Directorate of Resources Management  
Ministry of Fisheries and Marine Resources  
Private Bag 13355  
Windhoek, Namibia  
Phone: +264-61-205-3911  
Fax: +264-61-224566  
Email: [tiilende@mfmr.gov.na](mailto:tiilende@mfmr.gov.na)

Graca D'ALMEIDA  
Chief Fisheries Biologist  
Nat. Marine Information & Research Centre  
Ministry of Fisheries and Marine Resources  
Private Bag 912  
Swakopmund, Namibia  
Phone: +264 64 4101000  
Fax: +264 64 404385  
Email: [gdalmeida@mfmr.na.gov](mailto:gdalmeida@mfmr.na.gov)

Chris BARTHOLOMAE  
Chief Fisheries Biologist  
Nat. Marine Information & Research Centre  
Ministry of Fisheries and Marine Resources  
Private Bag 912  
Swakopmund, Namibia  
Phone: +264 64 4101000  
Fax: +264 64 404385  
Email: [cbarholomae@mfmr.gov.na](mailto:cbarholomae@mfmr.gov.na)

Rudolf CLOETE  
Chief Fisheries Biologist  
Nat. Marine Information & Research Centre  
Ministry of Fisheries and Marine Resources  
Private Bag 912  
Swakopmund, Namibia  
Phone: +264 64 4101000  
Fax: +264 64 404385  
Email: [rcloete@mfmr.gov.na](mailto:rcloete@mfmr.gov.na)

John SHIMBILINGA

Chief Fisheries Inspector  
Ministry of Fisheries and Marine Resources  
P.O. Box 1594  
Walvis Bay, Namibia  
Phone: 264-64-201-6111  
Fax: 264-64-2016-228  
Email: [jshimbilinga@mfmr.gov.na](mailto:jshimbilinga@mfmr.gov.na)

Malcolm BLOCK  
Control Fisheries Inspector  
Ministry of Fisheries and Marine Resources  
P.O. Box 1594  
Walvis Bay, Namibia  
Phone: 264-64-201-6111  
Fax: 264-64-2016-228  
Email: [mblock@mfmr.gov.na](mailto:mblock@mfmr.gov.na)

Matty PAULUS  
Chief Fisheries Inspector  
Ministry of Fisheries and Marine Resources  
P.O. Box 1594  
Walvis Bay  
Namibia  
Phone: 264-64-201-6111  
Fax: 264-64-2016-228  
Email: [mpaulus@mfmr.gov.na](mailto:mpaulus@mfmr.gov.na)

Rosalia MUPETAMI  
Chief Fisheries Inspector  
Ministry of Fisheries and Marine Resources  
P.O. Box 1594  
Walvis Bay  
Namibia  
Phone: 264-64-201-6111  
Fax: 264-64-2016-228  
Email: [rmupetami@mfmr.gov.na](mailto:rmupetami@mfmr.gov.na)

## NORWAY

Terje LOBACH (Head of Delegation)  
Senior Legal Adviser  
Directorate of Fisheries  
P.O. Box 2009, Nordney  
5817 Bergen  
Phone: +49 55238139  
Fax: +47 55238090  
Email: [terje.lobach@fiskeridir.no](mailto:terje.lobach@fiskeridir.no)

Odd Gunnar SKAGESTAD  
Ministry of Foreign Affairs  
Haakon VII plass  
0032 Oslo, Norway



Phone: +47 22243615  
Fax: +47 22249580  
Email: [ogs@mfa.no](mailto:ogs@mfa.no)

#### **JAPAN**

Kenro IINO (Head of Delegation)  
Advisor to the Minister  
Ministry of Agriculture, Forestry and  
Fisheries, International Affairs Division  
Fisheries Agency of Japan  
1-2-1 Kasumigaseki, Chiyoda-ku, Tokyo  
Japan, 100-8907  
Tel: 81-3-3502-8460  
Fax: 81-3-3502-0571  
Email: [keniino@hotmail.com](mailto:keniino@hotmail.com)

Tsutomu NISHIDA  
Research Coordinator for Oceanography  
and Resources  
National Research Institute of Far Seas  
Fisheries  
Fisheries Agency of Japan  
1-2-1 Kasumigaseki  
Chiyoda-ku, Tokyo  
Japan 100-8907  
Tel: 81-3-3502-8460  
Fax: 81-3-3502-0571  
Email: [tnishida@jdsta.or.jp](mailto:tnishida@jdsta.or.jp)

Noriaki TAKAGI  
Director, Executive Secretary  
Japan Overseas Fishing Association  
Fisheries Agency of Japan  
1-2-1 Kasumigaseki, Chiyoda-ku, Tokyo  
Japan, 100-8907  
Tel: 81-3-3502-8460  
Fax: 81-3-3502-0571  
Email: [Mtakagi@jdsta.or.jp](mailto:Mtakagi@jdsta.or.jp)

Takeru IIDA  
Technical Officer, Far Seas Fisheries Division  
Fisheries Agency of Japan  
1-2-1 Kasumigaseki, Chiyoda-ku, Tokyo  
Japan, 100-8907  
Tel: 81-3-3502-8111 (ext 6726)  
Fax: 81-3-3591-5824  
Email: [takeru-iida@nm.maff.go.jp](mailto:takeru-iida@nm.maff.go.jp)

Kunikazu SHIMAMOTO  
Embassy of Japan  
Second Secretary,  
Economic Division, (Marine and Fisheries)

259 Baines Street  
Groenkloof, Pretoria, 0001  
Republic of South Africa  
Tel: +27 12 452 1543(direct)  
Tel: +27 12 452 1500(switchboard)  
Cell: +27 83 260 8200  
Fax: +27 12 452 1631  
Email: [kunikazu.shimamoto@mofa.go.jp](mailto:kunikazu.shimamoto@mofa.go.jp)

#### **REPUBLIC OF KOREA**

Kyu Jin SEOK  
Ministry of Agriculture, Fisheries and  
Forestry  
Republic of Korea  
Tel: +82-25002416  
Fax: +82-25039174  
Email: [pisces@nfrdi.go.kr](mailto:pisces@nfrdi.go.kr)

#### **UNITED STATES OF AMERICA**

Dr. Randall ROBINSON  
United States Department of State  
Office of Marine Conservation  
Bureau of Oceans, environment and Science  
HST Building, Room 2758  
Washington, DC 20520-7818  
Tel: +202 647 3228  
Email: [RobinsonR2@state.gov](mailto:RobinsonR2@state.gov)

#### **FAO**

Hiromoto WATANABE  
Fisheries and Aquaculture Department  
Food and Agricultural Organisation of the  
United Nations  
Ville de Terme, de Caracala, 00153  
Rome, Italy  
Phone: +39 06 57055252  
Fax: +39 06 57056500  
Email: [Hiromoto.Watanabe@fao.org](mailto:Hiromoto.Watanabe@fao.org)

#### **TAIYO A & CO > LTD**

Yoshinobu NISHIKAWA  
Manager for Cape Town Office  
Taiyo A & Co. Ltd  
4th Floor Foretrust Bldg  
Martin Hammerschlag Way  
Foreshore, Cape Town 8000  
South Africa  
Phone: +27 21 425-4328  
Fax: +27 21 425-7148  
Cell: +81 3 6220 1260  
Email: [fwgd1211@nifty.com](mailto:fwgd1211@nifty.com)

A.J. MANSINHO  
Managing Director  
AMSTAI (Pty) Ltd  
P.O. Box 49  
Walvis Bay, Namibia  
Phone: +264-64-206294/95  
Fax: +246-64-206207  
Email: [tony@namibnet.com](mailto:tony@namibnet.com)

Sakino TOMONORI  
Representative  
TAYIO A & F Co., Ltd  
4th Floor Foretrust Bldg  
Martin Hammerschlag Way  
Foreshore, Cape Town 8000  
South Africa  
Phone: +27 21 425-4328  
Fax: +27 21 425-7148  
Email: [taiyoct@mweb.co.za](mailto:taiyoct@mweb.co.za)

**NAMIBIA FISHERIES OBSERVER  
AGENCY (FOA)**  
Ruben HAMUNYELA (Head of Delegation)  
Fisheries Observer Agency  
Walvis Bay, Namibia  
Phone: +264 64 219500  
Fax: +264 64 219547  
Email: [hdopswb@foa.com.na](mailto:hdopswb@foa.com.na)

Mathias IIYAMBO  
Fisheries Observer Agency  
Walvis Bay, Namibia  
Phone: +264 64 219500  
Fax: +264 64 219547  
Email: [matias@foa.com.na](mailto:matias@foa.com.na)

Quintin ARMSTRONG  
Fisheries Observer Agency  
Walvis Bay, Namibia  
Phone: +264 64 219500  
Fax: +264 64 219547  
Email: [Quintonarm@yahoo.com](mailto:Quintonarm@yahoo.com)

Victor MUUNDJA  
Fisheries Observer Agency  
Walvis Bay, Namibia  
Phone: +264 64 219500  
Fax: +264 64 219547  
Email: [Victor@foa.com.na](mailto:Victor@foa.com.na)

## **BENGUELA CURRENT COMMISSION**

Hashali HAMUKUAYA  
Executive Secretary  
The Secretariat  
Benguela Current Commission  
Windhoek, Namibia  
Phone: +264-61-246948  
Fax: +264-61-246803  
Email: [hashali@benguelacc.org](mailto:hashali@benguelacc.org)

**SECRETARIAT & SUPPORTING STAFF**  
Anna SNYDERS  
Administrative Officer  
P.O. Box 4296, Walvis Bay, Namibia  
Phone: +264-64-220387  
Fax: +264-64-220389  
Email: [asnymders@seafo.org](mailto:asnymders@seafo.org)

Ben van ZYL  
Executive Secretary  
P.O. Box 4296, Walvis Bay, Namibia  
Email: [bvanzyl@seafo.org](mailto:bvanzyl@seafo.org)

**INTERPRETERS**  
Inocencio SIMOES  
Lingua Consultancy Service  
Windhoek, Namibia  
Phone: +264 61 301032  
Fax: +264 61 301033  
Email: [inocencio@yahoo.com](mailto:inocencio@yahoo.com)

Samuel CORTESAO  
Lingua Consultancy Service  
Windhoek, Namibia  
Phone: +264 61 301032  
Fax: +264 61 301033  
Email: [cortesao2000@yahoo.com](mailto:cortesao2000@yahoo.com)

## Annex 3



### **TERMS OF REFERENCE OF THE STANDING COMMITTEE ON ADMINISTRATION AND FINANCE OF THE SOUTH EAST ATLANTIC FISHERIES ORGANIZATION**

The TOR of SCAF is:

1. examine the audited statements, examining draft budgets for ensuing year, and make such recommendations as may be relevant in this respect,
2. propose amendments to the Rules of Procedures, Staff and Financial Regulations when necessary,
3. recommend time and place of the meeting of the Commission and subsidiary bodies,
4. advice on publications of the Organisation,
5. draw the attentions of the Commission on any matter of administrative and financial nature, and
6. perform such other matters as the Commission may direct

## ANNEX 4



### **RULES OF PROCEDURE FOR THE STANDING COMMITTEE ON ADMINISTRATION AND FINANCE OF SOUTH EAST ATLANTIC FISHERIES ORGANISATION (SEAFO)**

#### **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. 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**

4. 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 Chairperson and Vice-Chairperson shall not be representatives of the same Contracting Party.

5. 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.

6. 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.

7. 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
- e) Administration and Finance , provided that each representative retains the right to request that any such decision be submitted to the Commission for approval;
- 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.

8. 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.

9. 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**

10. 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.

11 .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.

12. 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;

13. 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**

14. 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.

15. 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.

16. 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 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.

17. 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.

18. 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. A representative making a point of order shall not speak on the substance of the matter under discussion.

19. 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.

20. 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.



21.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.

22 .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.

23 .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 LANGUAGES**

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

## **PART VII REPORTS AND NOTIFICATIONS**

25 .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 5

### REVIEW OF 2008 AND 2009 BUDGETS DRAFT 2010 AND FORECAST 2011

Budgetline	Activity description	Allocation	Revised	Exp	Allocation	Allocation	Allocation	Allocation
		2008	2008	Actual	2009	2009 Rev	2010	2011
3000/000	Accounting Fees	27000	27000	28604	30000	62000	30000	30000
3050/000	Advertising & Promotions	10000	10000	10000	10000	10000	10000	10000
3100/000	Consultant				80000	80000	26000	0
3150/000	Performance Review						80000	0
3200/000	Bank Charges	12000	12000	7343	12000	12000	12000	12000
3300/000	Computer Expenses	4000	4000	317	4000	4000	4000	4000
3301/000	Software Upgrade	5000	5000	1728	5000	5000	14200	5000
3302/000	Internet lease Line	62000	62000	54803	62000	62000	62000	62000
3303/000	Rent - Internet	5000	5000	4282	5000	5000	5000	5000
3304/000	VMS - Related Costs	78000	78000	97821	83840	83840	92224	101446
3310/000	Security/Alarm	1200	1200	1176	1200	5000	1350	1450
3355/000	Contingency	8000	8000	6490	8000	8000	8000	8000
3400/000	Courier & Postage	6500	6500	6420	6500	6500	7150	7900
3700/000	Miscellaneous	2400	2400	732	2400	2400	2650	2900
3850/000	Insurance	15900	15900	11492	13000	15900	17500	19300
4051/000	Reports and Translation	50000	50000	27259	30000	30000	33000	36300
4070/000	Meetings & Conferences	130000	130000	196507	143000	200000	220000	242000
4200/000	Printing & Stationery	6000	6000	366	6000	6000	6600	7300
4300/000	Rent Paid	96200	87785	79350	96200	96200	105820	116400
4310/000	Maintenance Switchboard	7000	7000	4957	7000	7000	7700	8500
4315/000	Maintenance Copier/Fax	2550	2550	2807	2550	3000	3300	3700
4400/001	Salaries Paid Cash	833175	833175	724064	916493	916493	1133064	1108956
4400/001	Removal Expenses	0	100000		0	0	0	0
4400/002	Installation grant	0	50000		0	0	0	0
4500/000	Office expenses	1800	1800	1260	1800	1800	2000	2200
4600/000	Telephone and Fax	21000	21000	14778	21000	21000	23100	25500
4650/000	Travel - Flights	100000	100000	71978	120000	140000	154000	170000
4700/000	Wages - Casual	15000	15000	15180	16500	16500	18200	20000
4710/000	Car Allowance	18900	18900	11025	18900	18900	23100	25500
6250/010	Computer Equipment	3000	0		0	0	0	10000
6300/000	Office Equipment	3000	3000	2944	0	0	3000	0
8300/000	Petty cash	5000	5000	500	5000	5000	5500	6000
000/000	Staff costs		641017	715283	0	0	0	0
<b>TOTAL EXPENDITURE</b>		<b>1529625</b>	<b>2309227</b>	<b>2099466</b>	<b>1707383</b>	<b>1823533</b>	<b>2110458</b>	<b>2051352</b>
	SEAFO Staff PAYE	108684			108684	0	0	0
	Contributions by Parties	1420941			1598699	1598699	2110458	2051352
<b>TOTAL INCOME</b>		<b>1529625</b>			<b>1707383</b>	<b>1598699</b>	<b>2110458</b>	<b>2051352</b>

## Annex 6



### PRINCIPLES, GUIDELINES AND OPERATIONAL PROCEDURES FOR THE SEAFO SPECIAL REQUIREMENTS FUND

The South East Atlantic Fisheries Organization has adopted the following principles, guidelines and operational procedures to support the capacity-building work of the Organization and the selection of activities to be supported under the Organization's Special Requirements Fund.

#### Principles

##### **i) Development of technical capacity**

The purpose of the Fund, as provided for in the Financial Regulations of the Organization, is to:

- assist developing State Party members of the Organization and, where appropriate, territories and possessions, with human resources development, technical assistance and transfer of technology in relation to conservation and management of fisheries resources in the SEAFO Convention Area and development of fisheries for such stocks; and
- build capacity for activities in key areas such as effective exercise of flag State responsibilities, monitoring, control and surveillance, data collection and scientific research relevant to fisheries resources on a national and/or regional level. Preference will be given to activities that improve the capacity of

individuals within the Organization's developing State Party members to help States fulfil their obligations under the Convention and participate effectively in its work, rather than expenditure on other items such as hardware and software, unless these are specifically linked to the development of technical capacity of State Party members.

**ii) Filling gaps in programmes**

The Special Requirements Fund will be applied to areas of national priority not currently covered by existing arrangements, or through collaboration in order to avoid duplication and extend the scope or coverage of existing arrangements. The selection process will be rigorous enough to ensure that assistance from the Fund reflect national priorities and is complementary to current activities.

**iii) Ease of administration**

The Fund should be simple to administer and have procedures and guidelines that are sufficiently clear as to make prioritisation, decision making and reporting as free from lengthy research, negotiation and dispute as possible.

**iv) Equity**

The Fund will be balanced across eligible Organization members. Activities should, wherever possible, aim at building coherent and cohesive approaches at the Organization and avoid those that exacerbate national or sub-regional differences in capacity and access to benefits from the fishery.

**v) Sustainable interventions**

Applications for funding and decision making processes that underpin the use of the Special Requirements Fund should embody the sustainability principles of the Paris Declaration on Aid Effectiveness, as well as the following:

- activities might be co-funded by the Special Requirements Fund and other donors, either members of the Organization or others;
- application of capacity-building activities to the full range of stakeholders - industry, NGOs, etc. - in order to increase national-level awareness and

understanding of States' rights and obligations under the Convention, and promote greater public commitment to them;

- development of a longer-term work plan and strategy by the Organization, with regular monitoring and evaluation to ensure effective delivery and outcomes rather than just outputs. Where possible activities should not be ad-hoc but should meet defined priorities and align with national plans.

As far as possible the Organization should ensure that those individuals benefiting from capacity-building activities are in positions where they can make best use of the skills/ knowledge/ qualifications they gain, and be suitably resourced with operational support such as computer hardware and software.

#### **vi) Extended participation**

Wherever possible, capacity-building should target the maximum number of individuals, across various stakeholder groups, including Government, the private sector and NGO.

#### **vii) Partnerships with existing regional organisations**

Where possible maximum use should be made of existing regional organisations to coordinate and assist with capacity development.

#### **viii) Accountability**

The use of the Funds shall be underpinned by the principles of transparency and accountability.

### **Guidelines and Operational Procedures**

1) Pursuant to Article 21 of the Convention the Organization has established a Special Requirements Fund to facilitate the effective participation of developing States Parties, and, where appropriate, territories and possessions, in the work of the Organization, including its meetings and those of its subsidiary bodies.

2) Regulation VII [*editorial note: New VII to be inserted*] of the Financial Regulations, details the purposes of the Special Requirements Fund which include:

- Assisting developing State Parties to the Organization, and where appropriate, territories and possessions, with human resources development, technical assistance and transfer of technology in relation to conservation and management of fisheries resources in the Convention Area and development of fisheries for such stocks; and
- Building capacity for activities in key areas such as effective exercise of flag State responsibilities, monitoring, control and surveillance, data collection and scientific research relevant to fisheries resources on a national and/or regional level.

3) Drawing from guidance provided in Financial Regulation VII guidelines for applying for assistance from the Special Requirements Fund have been have been adopted by the Organization [Appendix A]. Only proposals received in the format described in Appendix A will be considered for support from the Fund.

4) By the 30th June each year, the Executive Secretary will write to members, cooperating non members or other sources of potential support for the Special Requirements Fund seeking voluntary contributions to the Fund for the subsequent financial year.

5) The Executive Secretary will notify members of the level of available funds in the Special Requirements Fund during the Annual Meeting as part of the report on the status of funds. The invitation to access the available funds for any particular period will remain open for as long as funding is available for drawdown in that financial year. Members will be advised if funds reach 50%, and then 25%, of the amount advised as available, or if significant new contributions are received.

6) Submissions seeking support from the Special Requirements Fund should be addressed to the Executive Secretary.

7) A review of proposals received from developing State Parties or participating territories to access funds from the Special Requirements Fund may involve senior staff

of the Organization, the chairperson of subsidiary bodies of the Organization, affiliate institutions providing advisory services to the Organization or independent experts. Proposals will be reviewed on an as received basis.

8) The Organization will make best efforts to complete an initial assessment of proposals received, and communicate the result of that assessment, within 45 days of the receipt of the proposal by the Organization.

9) In assessing a proposal, the Organization will take into account the criteria shown in Attachment 1 to Appendix A [Selection and Evaluation Criteria].

10) For each project funded under the SRF, a member of the Secretariat will be nominated as Project Liaison Officer.

11) Project monitoring and evaluation will be undertaken through:

- submission of quarterly narrative and financial reports by the applicant;
- submission of a final narrative and financial report at the end of the project;
- written and verbal communication as necessary with the Project Liaison Officer or other staff of the Secretariat.

12) If considered necessary by the Executive Secretary, a post-completion evaluation of the project may be commissioned by the Executive Secretary, in order to verify project results and outcomes, and improve on the design and implementation of future projects funded by the SRF.

13) The Special Requirements Fund will be administered according the Financial Regulations of the Organization.

## Appendix A

### Application for funding from the Special Requirements Fund (SRF)

- Proposals should be prepared in Times Roman 12 font.
- Proposal content should be succinct, unambiguous, and descriptive.
- Proposals must be signed by the relevant Commissioner or appropriately authorized alternate (or, in the case of a regional organisation or an organisation which is not incorporated in an eligible SEAFO member country or participating territory, the Chairman of the Scientific Committee or the Technical and Compliance Committee).
- Proposals that do not meet these criteria may be returned unprocessed.

#### *1. Proposal Cover Sheet [Check List] [check to ensure that the following are included in the proposal]*

- Date of formal submission to the Organization
- Required signatures
- Proposal Summary (250 words)
- Contact details for the Project Manager
- Introduction: Current situation needs assessment, relationship to the Convention and participation in the work of the Organization, previous activity related to the proposal, objectives, impact, importance and potential benefits.
- Methods and approach, description of major tasks, partnership roles and responsibilities, fisheries and environmental impact, long-term planned related work.
- Project Management roles and responsibilities (particularly that of the project manager), narrative and financial reporting schedule.
- Support Arrangements, relations with other institutions, agencies or organizations.
- Expected Results and Outcomes
- Itemized Budget, Co-financing and audit arrangements
- Personnel overview
- Reference Literature



## ***II. Date of Submission***

The date the submission is forwarded to the Organization.

## ***III. Project Summary (250 words)***

A Project Summary must be completed and inserted immediately behind the Proposal Cover Sheet [Check List].

## ***IV. Proposal Narrative (6 pages maximum)***

### **A. Introduction**

1. Situation, Need, and Previous Efforts - Describe gaps in knowledge or capabilities, why the proposed project should be performed, review significant work related and how the project is relevant to the purpose of the Special Requirements Fund.

2. Objective(s) - State the anticipated outcome(s).

3. Applications, Benefits, and Importance - Describe how the anticipated results relate to the purpose/objectives of the Convention, the expected benefits, including the utility of the results to other Members of the Organization.

### **B. Methods and Approach**

1. Description of Major Tasks- Divide the proposed effort into a meaningful set of tasks that must be performed to accomplish the objective(s) and describe each task.

2. Environmental Impact - State and explain any possible impact that your project will have on the environment and fisheries in the South East Atlantic.

3. Future Efforts - If there are future efforts that should be performed in order for the project to be meaningful, or of major significance, please describe briefly the type, extent, and timing of those efforts. Is this a multi-year project? If possible, the individual parts (i.e., each year's effort) should stand alone - be described and reported upon.

### **C. Project Management**

1. Administration - Describe the administrative responsibilities and authority of those involved in the execution of the Proposal - particularly those of the overall project manager (including full contact details).

2. Roles/Assignments and Participation Time - Describe the team composition (including names and affiliations of key individuals) and the assignments of team members to major tasks. Provide specific estimates of the time (in hours, days, etc., not percent) that each member will work on the project.

D. Support Requirements and Conditions

1. Cooperation From Other Organizations- If a clearance or permit(s) from any government agency is required for execution of the project, please provide the name of the agency, the method of obtaining the clearance or permit, and the time required or state "none".

2. Data or Facility Access - If access is required to data or facilities held by another organization, please identify the data or facility, the nature and type of access required, the methods of obtaining such access, and the effect of being denied access or state "none".

E. Results and Deliverables

Two types of reports are required.

1. Quarterly Narrative and Financial Progress Reports - The project manager shall provide quarterly narrative and financial progress reports to the Organization. The reports will consist of updates on progress toward work - objectives, justification, approach, results to date, any problems encountered, actions taken to resolve problems, discussion of remaining tasks, funds received (including co-financing), expenditure to date (including from co-financing sources), funds on hand, etc.. Quarterly reports will be due within 30 days after the end of each quarter.

2. Final Report - The project manager shall prepare a draft final report summarizing the objectives, methods, approach, results, significance and lessons learned from the study. The draft final report will be submitted to the Organization within 45 days of the scheduled completion of the project unless prior approval for an extension has been received in writing by the project manager. The draft final report may be reviewed by the Organization and returned with comments proposing means to address outstanding issues or gaps within 30 days of its receipt at the Organization.

The project manager will address the comments and submit the final report with revisions within 30 days of receiving the Organization's comments.

3. Deliverable Items and Schedule - Describe what is to be delivered with the successful implementation of the proposal. Provide a schedule for all deliverables.

#### F. Literature Cited

References used in the proposal narrative.

#### G. Budget Summary

1. General Information - Partners in this request have previously benefited from N\$\_\_\_\_\_ disbursed under the Special Requirements Fund.

N\$\_\_\_\_\_ to fund special requirements was received in 200? and an additional N\$\_\_\_\_\_ was received in 200?

2. Detailed Itemized Budget including co-financing and funding in-kind - attach a detailed monthly budget identifying all sources of funding and items of anticipated expenditure. A cash flow summary will provide a schedule of anticipated disbursement of funds from the SRF.

3. Audit - detail when, and by whom, the audit of funds received will be conducted and the submission date for the audit to the Organization.

#### H. Biographies and Qualifications

Provide a brief biography for each team member that highlights education, experience, and publications related to the proposed project.

#### I. References

Cite any literature that is directly related to the proposal.

## Attachment 1 to Appendix A

### Selection and Evaluation Criteria to be used by the Secretariat

- Has a clear need for the project been identified?
- What are the outcomes sought?
- Who will benefit from the project?
- Does the project clearly seek to complement or improve existing fisheries conservation and management tools or capabilities in a way that will improve the ability of one or more developing member States to implement its obligations under the SEAFO?
- Does the project duplicate existing assistance programmes being delivered bilaterally or through by regional organisations?
- Will the project benefit more than just the individual or country (i.e. can the activity be extended to other stakeholders/ countries)
- Are the proposed costs of the activity reasonable and in proportion to the likely benefits?
- Is there an appropriate financial contribution from the national government?
- Has the applicant received prior support from the Fund? If so, was the activity successful?
- Are the project outcomes and objectives clearly set out?
- Are the approach and methods well described?
- Does the applicant/ beneficiary have the demonstrated capacity to benefit fully from the project and ensure the outputs are fully utilised?
- Does the project involve a broad range of stakeholders from the fishery sector?
- Is there provision for disseminating information on the project's activities and results to an appropriate range of stakeholders or the general public?
- How will the success of the intervention be measured?
- Who is responsible for ensuring the success of the intervention?

## Annex 7



### Decision on the Calculation of Contracting Parties Contributions to the SEAFO Budget

**Noting** that Article 12 of the Convention calls for the Commission to adopt annually the Organisation's budget;

**Further noting** that each Contracting Party shall contribute to the budget;

**Considering** that the current method of calculation of Contracting Parties contribution is of a temporary nature and that the contribution of each Contracting Party shall be equal while this temporary method is in force;

**Recognising** the need to modify the calculation method for the contribution by each Contracting Party according to a combination of an equal basic fee, a fee based on participation in fishing in the Convention Area of fishery resources covered by the Convention, as well as taking into account the economic status of each Contracting Party; and

**Further recognizing** the importance of equity and stability in the calculation of the contributions of Parties to the Commission's budget, and of fully funding the work of the Commission to enable it to fulfil its duties and responsibilities.

**The SEAFO Commission has decided that:**

The calculation of the annual contribution of each Contracting Party shall be on the following basis:

- 30% of the budget shall be divided equally among all the Parties and
- 60% of the budget shall be divided among the Parties according to their respective Gross National Income per capita, as defined by the World Bank, as follows:

75% divided equally among the Parties with an annual *per capita* GNI<sup>1</sup> exceeding \$ 10,000, and

25% divided equally among the Parties with an annual *per capita* GNI below \$ 10,000

- 10% of the budget shall be divided equally among the Members having participated in fishing in one of the three previous years for fishery resources covered by the Convention.

In the event that no Contracting Party has participated in fishing in one of the previous three years for fishery resources in the Convention Area, the 10% share of the budget for this component shall be equally distributed between the other two components.

This formula shall be applied to the budget for FY 2011, and shall continue in use until the Commission may decide otherwise.

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<sup>1</sup> World Development Indicators database, World Bank.