SOUTH EAST ATLANTIC FISHERIES ORGANISATION

REPORT OF THE 11TH ANNUAL MEETING OF THE STANDING COMMITTEE ON ADMINISTRATION AND FINANCE (SCAF) - 2019

26/27 November 2019
Swakopmund
NAMIBIA

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

Mr. Hideki MORONUKI (Japan)
Chairperson of SEAFO Standing Committee on Administration and Finance
Email: hideki_moronuki600@maff.go.jp
1. Opening of the meeting
The Chair, Mr. Hideki Moronuki, from Japan, opened the meeting and welcomed all delegates and expressed his wishes for a productive and efficient meeting with the support of the delegations.

2. Appointment of Rapporteur
The Secretariat was the rapporteur for the meeting.

3. Adoption of agenda and meeting arrangements
The agenda (Appendix I) was adopted by the SCAF with the following items added under additional matters (Agenda Item 11):

   11.1 Renewal of the three-year agreement of the current auditors (Secretariat).
   11.2 The current status of the Data Manager position and the requirement for this position (Japan).

4. Introduction of Parties’ Delegations
The Chair noted that no new delegates have joined, and introduction of existing delegations was not necessary. The list of attendance can be seen in (Appendix II).

5. Presentation of the 2018 Audit Report
The Executive Secretary (ES) presented the 2018 audit report (DOC/SCAF/03/2019) and the Report to Management from the Auditors.

   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 2018, 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.

   It was further noted from the Annual Financial Statements that:
   • There was an increase in Nett worth of N$ 1 075 625 from 2017 to 2018.
   • The operating expense decreased by N$ 1 124 669 during 2018.
   • The Nett surplus for 2018 is N$ 1 138 180.

   The auditor’s Report for Management recommended improvements in some matters and do not attempt to indicate all possible improvements. The correct calculation of PAYE in the
Payroll system has been addressed by the Secretariate. The omitting of filing the three quotations for the purchase of a laptop was noted and will be done correctly in future. SCAF emphasised the importance of sound management of the SEAFO funds.

**ACTION:** The Audited Financial Statements for the 2018 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 presented the report on Administration and Finance ([DOC/SCAF/05/2019](#)) covering the period from January 2019 to September 2019.

The ES presented the tasks completed by the Secretariate which originated from the 2018 SCAF meetings.

The Executive Secretary reported that not all Contracting Parties had made their contributions at the time of the compilation of the 2019 report and that some Contracting Parties made overpayments, whilst others have underpaid due to exchange rate fluctuations. The ES informed the meeting that the contribution of Angola was received after the compilation of the report.

Projected cashflow statement shows that with cash equivalents and outstanding members’ contribution expected, SEAFO will be able to cover all its financial commitments for 2019 with a remaining surplus of N$ 3 679 306.

The SCAF agreed that the old laptops that need to be disposed of can be done so after making sure all data is removed from the hard disks. The two PC’s can be donated to for example, a school or other institution where it can be used. The ES need to report back on the disposal and donation of the computers at the next meeting.

SCAF expressed satisfaction with the report presented by the Secretariat

**ACTION:**
- The Secretariat was requested to add an additional note to the over and underpaying of parties to specify what exactly it is that the countries under- or over paid.
- The Secretariat was requested to dispose of old laptops and donate the PC’s and to report back to the next meeting.

7. **Staff Regulations changes to comply with the Namibian Labour Law**

The Executive Secretary presented the SEAFO Staff Regulations proposed alignments to the Namibian labour law ([DOC/SCAF/06/2019](#)) as suggested by the labour consultant.

SCAF adopted the following changes:
- Article 19 should be amended as provided in italics.
- Removal of Article 20 due to redundancy.
- Article 21 to be amended for improved clarity.
• Article 22 to be amended.
• Article 30 to be maintained as is, as the benefit is a good incentive to attract the best capable employees.
• Compassionate leave to be added as Article 39 to the Staff Regulations at 5 days per year of work.
• Article 41 to be maintained as is.
• Article 42 to be maintained as is.
• Article 43 to be amended to align to Namibian labour law.
• Article 44 to be amended to align to Namibian labour law.
• Article 45 to be added: “The Commission will pay ... to any remaining dependants of the deceased if any”.
• Article 56 to be maintained as is.
• Article 57 to be maintained as is.
• Article 58 to be amended to align to Namibian labour law.
• Article 59 to be maintained as is.

**ACTION:** The SCAF adopted the above changes to the Staff Regulations and will recommend it to the Commission for approval.

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

The Executive Secretary presented an overview of the 2020 provisional and the 2020 forecast budget for 2021 and the explanatory notes ([DOC/SCAF/07/2019](#)) & ([DOC/SCAF/08/2019](#)). Legal fees requested for 2020 has been removed from the proposed budget, since it will not be needed.

The overall proposed budget for 2020 ([Appendix III](#)) is N$ 4,159,831.23, which is a 0.48 % decrease from the allocated budget for 2019 of N$ 4 180 051.

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

9. **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.

10. **Election of Chair and Vice-Chair**

The SCAF appointed the Chair and Vice-Chair for the next two-year period (2020-2021) from Namibia and Norway respectively. Norway noted that for the following two-year period (2022-2023) Norway should not necessarily be appointed as Chair again (cf. the Rules of Procedure of SCAF).
11. Any other matters

11.1 **Renewal of the three-year agreement with the current auditors.**
Ernest & Young was appointed as auditor for the three-year period from January 2018 to 2020. The SCAF agreed to appoint the current auditors for another three-year period from January 2021 to 2023.

**ACTION:** The SCAF agreed to the reappointment of the auditors for another three-year period (2021-2023) and recommend it to the Commission for approval.

11.2 **The current status of the Data Manager position and the requirement for this position.**
The Executive Secretary informed the meeting that the current Secretariate is still able to handle the Compliance and Data Management duties of the previous employed Compliance and Data manager.

**ACTION:** The SCAF agreed to continue with the current situation of the Secretariat fulfilling the Compliance and Data Manager functions and will review the situation at the SCAF meeting in 2020.

11.3 **Review of the position of the Executive Secretary**
The four-year contract of the current ES will come to an end at 31 January 2021. The SCAF noted the good performance of the current ES and agreed to recommend to the Commission to extend the contract for a four-year term.

**ACTION:** The SCAF agreed to recommend to the Commission to approve the extension of the current contract with a four-year period.

12. Venue and date of next meeting
The SCAF noted that the date and venue of the next meeting will be decided by the Commission.

13. Adoption of the SCAF Report
SCAF reviewed and adopted the report to be presented by the Chair to the Commission.

14. Closure of meetings
The Chairperson closed the meeting at 12:28 on 27th Nov 2019. He thanked the delegates for their support and cooperation.
APPENDIX I: List of Documents and Agenda of the 11th Standing Committee on Administration and Finance

**LIST OF DOCUMENTS FOR 11th MEETING OF THE STANDING COMMITTEE on ADMINISTRATION & FINANCE (SCAF) - 2019**

**CHAIRPERSON:** Mr. Hideki Moronuki (Japan 2018-2019)  
**VICE-CHAIR:** To be confirmed (Korea 2016-2019)  
**VENUE:** Strand Hotel, Swakopmund  
**DATE:** 27 November 2019

<table>
<thead>
<tr>
<th>Document Ref. Number</th>
<th>Agenda Item</th>
<th>Document Title</th>
<th>Provider</th>
<th>Availability of Document</th>
</tr>
</thead>
<tbody>
<tr>
<td>DOC/SCAF/00/2019</td>
<td>All</td>
<td>List of Documents</td>
<td>Secretariat</td>
<td>Available before meeting</td>
</tr>
<tr>
<td>DOC/SCAF/01/2019</td>
<td>All</td>
<td>Provisional Agenda of the 11th Meeting of SCAF</td>
<td>Secretariat</td>
<td>Available before meeting</td>
</tr>
<tr>
<td>DOC/SCAF/02/2019</td>
<td>All</td>
<td>Provisional Annotated Agenda of the 11th Meeting of SCAF</td>
<td>Secretariat</td>
<td>Available before meeting</td>
</tr>
<tr>
<td>DOC/SCAF/03/2019</td>
<td>5</td>
<td>Annual Financial Statements 2018</td>
<td>Auditors/Secretariat</td>
<td>Available before meeting</td>
</tr>
<tr>
<td>DOC/SCAF/04/2019</td>
<td>5</td>
<td>Auditors’ Management Letter 2018</td>
<td>Auditors/Secretariat</td>
<td>Available before meeting</td>
</tr>
<tr>
<td>DOC/SCAF/05/2019</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/06/2019</td>
<td>6</td>
<td>Staff Regulations to comply with Namibian Labour Law</td>
<td>Secretariat</td>
<td>Available before meeting</td>
</tr>
<tr>
<td>DOC/SCAF/07/2019</td>
<td>7</td>
<td>Provisional 2020 &amp; 2021 forecast budget</td>
<td>Secretariat</td>
<td>Available before meeting</td>
</tr>
<tr>
<td>DOC/SCAF/08/2019</td>
<td>7</td>
<td>Provisional 2020 &amp; 2021 forecast budget explanatory notes</td>
<td>Secretariat</td>
<td>Available before meeting</td>
</tr>
<tr>
<td>DOC/SCAF/09/2019</td>
<td>8</td>
<td>Contribution of Contacting Parties</td>
<td>Secretariat</td>
<td>Available before meeting</td>
</tr>
</tbody>
</table>

**Circulation Date:** 27 October 2019
### PROVISIONAL AGENDA FOR THE 11TH MEETING OF THE STANDING COMMITTEE ON ADMINISTRATION & FINANCE (SCAF) - 2019

**CHAIRPERSON:** Mr. Hideki Moronuki (Japan 2018-2019)  
**VICE-CHAIR:** To be confirmed (Korea 2018-2019)  
**VENUE:** Strand Hotel, Swakopmund  
**DATE:** 27 November 2019

<table>
<thead>
<tr>
<th>Item</th>
<th>Agenda Item</th>
<th>Working Document</th>
</tr>
</thead>
<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/00/2019, DOC/SCAF/01/2019, DOC/SCAF/02/2019</td>
</tr>
<tr>
<td>4</td>
<td>Introduction of Delegations</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Presentation of the 2018 Audit Report</td>
<td>DOC/SCAF/03/2019, DOC/SCAF/04/2019</td>
</tr>
<tr>
<td>6</td>
<td>Presentation of the Executive Secretary’s Report on Administration &amp; Finance</td>
<td>DOC/SCAF/05/2019</td>
</tr>
<tr>
<td>7</td>
<td>Staff Regulations changes to comply with Namibian Labour Law</td>
<td>DOC/SCAF/06/2019</td>
</tr>
<tr>
<td>8</td>
<td>Approval of 2020 Provisional &amp; 2021 forecast Budget</td>
<td>DOC/SCAF/07/2019, DOC/SCAF/08/2019</td>
</tr>
<tr>
<td>9</td>
<td>Contribution by Contracting Parties</td>
<td>DOC/SCAF/09/2019</td>
</tr>
<tr>
<td>10</td>
<td>Election of Chair &amp; Vice-chair</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Any other matters</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Venue &amp; date of next meeting</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Adoption of the 2019 Standing Committee on Admin &amp; Finance Report</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Closure of meeting</td>
<td></td>
</tr>
</tbody>
</table>

**Circulation Date:** 27 October 2019
PROVISIONAL ANNOTATED AGENDA FOR THE 11TH MEETING OF THE STANDING COMMITTEE ON ADMINISTRATION & FINANCE (SCAF) – 2019

CHAIRPERSON: Mr. Hideki Moronuki (Japan 2018-2019)  
VICE-CHAIR: To be confirmed (Korea 2018-2019)  
VENUE: Strand Hotel, Swakopmund  
DATE: 27 November 2019

1. Opening of the meeting
   The Chair will open the meeting and welcome all present.

2. Appointment of Rapporteur
   The Chair will ensure the appointment of a rapporteur who will take the minutes during the SCAF meeting.

3. Adoption of Agenda and meeting arrangements
   The Chair may permit any discussion and consideration of proposals concerning the Provisional Agenda. Delegations will review and adopt the Agenda (DOC/SCAF/03/2019, DOC/SCAF/01/2019 & DOC/SCAF/02/2019).

4. Introduction of Parties’ Delegations
   The Heads of Delegations will introduce their members to the committee.

5. Presentation of the 2018 Audit Report
   The Executive Secretary will present the 2018 audit report (DOC/SCAF/03/2019) and the Report to the Management (DOC/SCAF/04/2019). The Committee will take note of the report and make recommendations where required on matters emanating from the Reports.

6. Presentation of the Executive Secretary’s Report on Administration and Finance
   The Executive Secretary will present the report on Administration and Finance (DOC/SCAF/05/2019) covering the period from January 2019 to September 2019. The Committee will discuss and make decisions as required on matters emanating from the Executive Secretary’s Report.

7. Staff Regulations alignments to the Namibian labour law will be discussed (DOC/SCAF/06/2019)

8. Approval of the Provisional 2020 Budget and 2021 Forecast Budget
   The executive Secretary will present the Provisional 2020 and 2021 Forecast Budget (DOC/SCAF/07/2019) as well as the explanatory notes (DOC/SCAF/08/2019) prepared for the meeting. The Committee will discuss/amend and approve the 2020 budget.

9. Contribution by Parties
   The Committee shall take note of the contribution allocation of the various Contracting Parties on the approved 2020 budget (DOC/SCAF/09/2019)
10. Election of Chair and Vice-Chair
   The Committee will elect a new Chair and Vice-Chair to serve for a 2-year term.

11. Any other matters
   Any other matters will be discussed.

12. Venue and date of next meeting
   The Committee will agree on the date and place of the next meeting.

13. Adoption of the SCAF Report
   The Committee will review and adopt the report which will be presented by the SCAF Chair to the Commission.

14. Closure of meeting
   The Chair will declare the closure of the meeting after all items have been concluded.

Circulation date: 27 October 2019
APPENDIX II: List of Participants

CHAIRPERSON

Hideki MORONUKI
Director for International Negotiations (Counsellor)
Fisheries Agency of Japan
1-2-1, Kasumigaseki
Chiyoda-ku
Tokyo, 100-8950
Japan
Tel: +81 3 3502 1086
Email: hideki_moronuki600@maff.go.jp

ANGOLA

Domingos AZEVEDO (Head of Delegation)
Servico Nacional De Fiscalizacao Pesqueira e da Aquacultura
Ministerio das Pescas e do Mar
P.O.Box 83
Avenida 4 Fevereira N:30, Edificio Atlantico
Luanda
Angola
Tel: +24 49 23 340 100
Fax: +24 42 22 309 731
Email: domingoazevedo2001@yahoo.com.br

Paulo CUSSO
Ministerio das Pescas e do Mar
P.O.Box 83
Avenida 4 Fevereira N:30, Edificio Atlantico
Luanda
Angola
Tel: +24 49 23 340 100
Fax: +24 42 22 309 731
Email: nkuso2015@gmail.com

JAPAN

Mr. Kenro IINO (Head of Delegation)
Special advisor to the Minister of Agriculture
Forestry and Fisheries
1-2-1 Kasumigaseki
Chiyoda-ku
Tokyo, 100-8950
Japan
100-8907
Tel: +81 3 3502 8459
Fax: +81 3 3504 2649
Email: keniino@hotmail.com

YUKI MORITA
The Fisheries Agency
1-2-1 Kasumigaseki
Chiyoda-ku
Tokyo, 100-8907
Japan
Tel: +81 3 3591 1086
Email: yuki_morita470@maff.go.jp

Tsutomu NISHIDA
Associate Scientist National Research Institute of Far Seas Fisheries
5-7-1, Orido, Shimizu-Ward
Shizuoka-City
Shizuoka, 424-8633
Japan
Tel/Fax: +81 54 336 5834
Email: aco20320@par.odn.ne.jp

Junichiro OKAMOTO
Japan Overseas Fishing Association
Touei Ogawa-machi Bldg
5F, 2-6-3 Kanda Ogawa-Machi
Chiyoda-ku
Tokyo 101-0052
Japan
Tel: +81 3 3291 8508
Email: jokamoto@jdsta.or.jp

Yuki KINOSHITA
The Fisheries Agency
1-2-1 Kasumigaseki
Chiyoda-ku
Tokyo, 100-8907
Japan
Tel: +81 3 3591 1086
Email: yuki_kinoshita590@maff.go.jp

Atsuko NEGAMI
Manager (Deputy Representative)
Taiyo A&F Co. Ltd., Cape Town Office
19 Foregate Square,
Heerengracht Street,
Foreshore
Cape Town 8000
South Africa
Tel: +27 21 417 3440
Fax: +27 21 417 3450
E-mail: taiyoct@mweb.co.za
Shogo UEKI  
Taiyo A & F Co., Ltd  
4-5 Toyomi-cho,  
Chuou-ku,  
Tokyo 104-0055  
Japan  
Tel: +81 3 6220 1260  
Email: s-ueki@maruha-nichiro.co.jp

Shogo SHINOHARA  
The Ministry of Foreign Affairs  
2-2-1 Kasumigaseki  
Chiyoda-ku  
Tokyo, 100-8919  
Japan  
Tel: +81 3-5501 8000  
Email: shogo.shinohara@mofa.go.jp

NAMIBIA

Graca B. D’ALMEIDA (Head of Delegation)  
Director-Resource Management  
Ministry of Fisheries and Marine Resources  
Private Bag 13355  
Windhoek  
Namibia  
Tel: +264 61 205 3015  
Fax: +264 61 205 558  
Email: Graca.D’Almeida@mfmr.gov.na

Malcolm BLOCK  
Control Fisheries Inspector  
Ministry of Fisheries and Marine Resources  
P.O. Box 1594  
Walvis Bay  
Namibia  
Tel: +264 64 201 6250  
Fax: +264 64 2016 228  
Email: Malcolm.Block@mfmr.gov.na

Rosalia MUPETAMI  
Control Fisheries Inspector  
Ministry of Fisheries and Marine Resources  
Private Bag 912  
Swakopmund  
Namibia  
Tel: +264 64 201 6250  
Fax: +264 64 404 385  
Email: Rosalia.Mupetami@mfmr.gov.na

Titus IILENDE  
Deputy Director: Resource Management Ministry of Fisheries and Marine Resources  
Private Bag 13355  
Windhoek  
Namibia  
Tel: +264 61 205 3071  
Fax: +264 61 220 558  
Email: Titus.Iilende@mfmr.gov.na

Paul KAINGE  
Chief Fisheries Biologist: Resource Management  
Ministry of Fisheries and Marine Resources  
Private Bag 912  
Swakopmund  
Namibia  
Tel: +264 64 4101127  
Fax: +264-64 404385  
Email: Paulus.Kainge@mfmr.gov.na

NORWAY

Kristoffer BJØRKLUND (Head of Delegation)  
Ministry of Foreign Affairs  
P.O. Box 8090  
DEP NO – 0032 Oslo  
Tel: +47 22 24 6323  
Email: Kristoffer-Krohg.Bjorklund@nfd.dep.no

SOUTH AFRICA

Nkosinathi DANA (Head of Delegation)  
Agriculture, Forestry & Fisheries  
Private Bag X2  
Roggebaai  
Cape Town  
8012  
Tel: +27 21 402 3504  
Email: NkosinathiD@daff.gov

SECRETARIAT

Elizabeth VOGES  
Executive Secretary  
NATMIRC Strand Street No. 1  
P.O. Box 4862  
Vineta  
Swakopmund  
Tel: +264 64 406885  
Email: lvoges@seafo.org

Delita KRAUZE  
Admin & Finance Officer  
NATMIRC Strand Street No. 1  
P.O. Box 4862  
Vineta  
Swakopmund  
Tel: +264 64 406885  
Email: dkrauze@seafo.org
## Appendix III: Provisional 2020 and 2021 Forecasted Budget

### PROVISIONAL 2020 BUDGET and 2021 FORECAST BUDGET

<table>
<thead>
<tr>
<th>Vote</th>
<th>Description</th>
<th>Approved Budget 2019</th>
<th>Estimated Expenditures 2019</th>
<th>Provisional Budget 2020</th>
<th>Change %</th>
<th>Forecast Budget 2021</th>
<th>Change %</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Communication</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4310/000</td>
<td>Switchboard Rental &amp; Maint.</td>
<td>12,500.00</td>
<td>11,029.16</td>
<td>13,012.08</td>
<td>-4%</td>
<td>14,313.28</td>
<td>10%</td>
</tr>
<tr>
<td>4315/000</td>
<td>Copier/Fax Rental &amp; Maint.</td>
<td>36,600.00</td>
<td>14,932.19</td>
<td>14,425.40</td>
<td>-5%</td>
<td>10,067.94</td>
<td>10%</td>
</tr>
<tr>
<td>4600/000</td>
<td>Telephone and Fax</td>
<td>12,000.00</td>
<td>6,069.84</td>
<td>7,000.00</td>
<td>-42%</td>
<td>7,700.00</td>
<td>10%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>41,100.00</td>
<td>-40%</td>
<td>40,081.23</td>
<td>10%</td>
</tr>
<tr>
<td></td>
<td><strong>Computer Services</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3300/000</td>
<td>Computer Expenses</td>
<td>10,000.00</td>
<td>9,999.00</td>
<td>10,000.00</td>
<td>0%</td>
<td>10,000.00</td>
<td>7%</td>
</tr>
<tr>
<td>3300/010</td>
<td>Maintenance and Support</td>
<td>10,000.00</td>
<td>4,597.00</td>
<td>10,000.00</td>
<td>0%</td>
<td>10,000.00</td>
<td>7%</td>
</tr>
<tr>
<td>3301/000</td>
<td>Software Upgrades</td>
<td>7,000.00</td>
<td>7,704.84</td>
<td>8,000.00</td>
<td>21%</td>
<td>9,095.00</td>
<td>7%</td>
</tr>
<tr>
<td>3302/000</td>
<td>Internet Lease Line</td>
<td>25,000.00</td>
<td>28,791.60</td>
<td>30,807.01</td>
<td>23%</td>
<td>32,963.50</td>
<td>7%</td>
</tr>
<tr>
<td>3303/000</td>
<td>Website Hosting &amp; Support</td>
<td>107,000.00</td>
<td>104,421.54</td>
<td>170,000.00</td>
<td>59%</td>
<td>181,900.00</td>
<td>7%</td>
</tr>
<tr>
<td>3305/000</td>
<td>Cloud Services</td>
<td>10,000.00</td>
<td>7,301.27</td>
<td>10,000.00</td>
<td>0%</td>
<td>10,000.00</td>
<td>7%</td>
</tr>
<tr>
<td>6250/010</td>
<td>Hardware</td>
<td>29,622.50</td>
<td>45,000.00</td>
<td>76,000.00</td>
<td>166%</td>
<td>40,000.00</td>
<td>-47%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>197,622.50</td>
<td>60%</td>
<td>296,058.50</td>
<td>-4%</td>
</tr>
<tr>
<td></td>
<td><strong>Meetings &amp; Conferences</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4070/000</td>
<td>Meetings Venue</td>
<td>464,701.68</td>
<td>360,531.20</td>
<td>396,584.32</td>
<td>-15%</td>
<td>424,345.22</td>
<td>7%</td>
</tr>
<tr>
<td>4070/001</td>
<td>Meetings Flights</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0%</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>4070/002</td>
<td>Meetings Accommodation</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0%</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>4070/003</td>
<td>Meetings Road</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0%</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>4070/004</td>
<td>Meeting Assistance</td>
<td>34,240.00</td>
<td>-</td>
<td>95,000.00</td>
<td>178%</td>
<td>101,650.00</td>
<td>7%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>499,941.68</td>
<td>1%</td>
<td>525,995.22</td>
<td>7%</td>
</tr>
<tr>
<td></td>
<td><strong>Operational Expenses</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5000/000</td>
<td>Accounting Fees</td>
<td>168,000.00</td>
<td>159,574.00</td>
<td>175,531.40</td>
<td>4%</td>
<td>187,818.60</td>
<td>7%</td>
</tr>
<tr>
<td>3500/000</td>
<td>Advertising &amp; Promotions</td>
<td>18,394.02</td>
<td>-</td>
<td>10,000.00</td>
<td>-45%</td>
<td>10,000.00</td>
<td>7%</td>
</tr>
<tr>
<td>3300/000</td>
<td>Bank Charges</td>
<td>28,612.82</td>
<td>21,409.32</td>
<td>23,650.26</td>
<td>-18%</td>
<td>25,198.77</td>
<td>7%</td>
</tr>
<tr>
<td>3355/000</td>
<td>Contingency</td>
<td>12,592.83</td>
<td>-</td>
<td>10,000.00</td>
<td>-21%</td>
<td>10,000.00</td>
<td>7%</td>
</tr>
<tr>
<td>3400/000</td>
<td>Courier &amp; Postage</td>
<td>7,789.20</td>
<td>2,047.49</td>
<td>7,789.20</td>
<td>0%</td>
<td>8,334.44</td>
<td>7%</td>
</tr>
<tr>
<td>3700/000</td>
<td>Entertainment</td>
<td>8,003.03</td>
<td>6,105.00</td>
<td>8,003.03</td>
<td>0%</td>
<td>8,595.34</td>
<td>7%</td>
</tr>
<tr>
<td>3650/000</td>
<td>Insurance</td>
<td>24,207.48</td>
<td>25,589.82</td>
<td>27,381.11</td>
<td>13%</td>
<td>29,297.76</td>
<td>7%</td>
</tr>
<tr>
<td>4000/000</td>
<td>Legal Fees</td>
<td>70,000.00</td>
<td>4,233.33</td>
<td>0.00</td>
<td>-100%</td>
<td>0.00</td>
<td>0%</td>
</tr>
<tr>
<td>4200/000</td>
<td>Stationary</td>
<td>7,500.00</td>
<td>847.77</td>
<td>7,500.00</td>
<td>0%</td>
<td>8,025.00</td>
<td>7%</td>
</tr>
<tr>
<td>4500/000</td>
<td>Office expenses</td>
<td>6,000.00</td>
<td>5,015.94</td>
<td>4,420.00</td>
<td>7%</td>
<td>6,687.40</td>
<td>7%</td>
</tr>
<tr>
<td>6300/010</td>
<td>Office Equipment</td>
<td>35,000.00</td>
<td>0.00</td>
<td>1,000.00</td>
<td>-100%</td>
<td>1,200.00</td>
<td>100%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>386,129.38</td>
<td>-28%</td>
<td>307,539.34</td>
<td>11%</td>
</tr>
<tr>
<td></td>
<td><strong>Other Travel</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4450/000</td>
<td>Travel Flights</td>
<td>133,750.00</td>
<td>40,951.88</td>
<td>133,750.00</td>
<td>0%</td>
<td>143,112.50</td>
<td>7%</td>
</tr>
<tr>
<td>4451/000</td>
<td>Travel Accommodation</td>
<td>245,000.00</td>
<td>145,793.68</td>
<td>219,350.00</td>
<td>7%</td>
<td>234,704.50</td>
<td>7%</td>
</tr>
<tr>
<td>4452/000</td>
<td>Travel Road</td>
<td>32,100.00</td>
<td>6,190.30</td>
<td>15,000.00</td>
<td>-53%</td>
<td>16,050.00</td>
<td>7%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>370,850.00</td>
<td>-1%</td>
<td>395,967.00</td>
<td>7%</td>
</tr>
<tr>
<td>Vote</td>
<td>Description</td>
<td>Approved Budget 2019</td>
<td>Estimated Expenditures 2019</td>
<td>Provisional Budget 2020</td>
<td>Increase %</td>
<td>Forecast Budget 2021</td>
<td>Increase %</td>
</tr>
<tr>
<td>-----------</td>
<td>-----------------------------------</td>
<td>----------------------</td>
<td>-----------------------------</td>
<td>-------------------------</td>
<td>------------</td>
<td>----------------------</td>
<td>------------</td>
</tr>
<tr>
<td>3150/000</td>
<td>Performance Review</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0%</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>4040/000</td>
<td>Printing</td>
<td>80,250.00</td>
<td>55,455.00</td>
<td>80,250.00</td>
<td>0%</td>
<td>88,867.50</td>
<td>7%</td>
</tr>
<tr>
<td>4045/000</td>
<td>Report &amp; Translations</td>
<td>2,000.00</td>
<td>-</td>
<td>2,000.00</td>
<td>0%</td>
<td>2,140.00</td>
<td>7%</td>
</tr>
<tr>
<td>8</td>
<td></td>
<td>82,250.00</td>
<td>55,455.00</td>
<td>82,250.00</td>
<td>0%</td>
<td>88,867.50</td>
<td>7%</td>
</tr>
<tr>
<td>9400/000</td>
<td>Employee Benefit Reserve</td>
<td>323,131.95</td>
<td>-</td>
<td>420,012.97</td>
<td>30%</td>
<td>275,203.30</td>
<td>-34%</td>
</tr>
<tr>
<td>9400/001</td>
<td>Scientific Committee</td>
<td>170,000.00</td>
<td>-</td>
<td>-</td>
<td>0%</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>493,131.95</td>
<td>-</td>
<td>420,012.97</td>
<td>-15%</td>
<td>275,203.30</td>
<td>-34%</td>
</tr>
<tr>
<td>3320/000</td>
<td>Training</td>
<td>31,862.57</td>
<td>-</td>
<td>-</td>
<td>-100%</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>31,862.57</td>
<td>-</td>
<td>-</td>
<td>-100%</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>4400/001</td>
<td>Salaries Paid Cash</td>
<td>1,454,168.09</td>
<td>1,454,168.18</td>
<td>1,524,672.81</td>
<td>5%</td>
<td>1,296,635.04</td>
<td>5%</td>
</tr>
<tr>
<td>4400/002</td>
<td>P.A.Y.E</td>
<td>554,208.81</td>
<td>546,307.07</td>
<td>592,343.28</td>
<td>7%</td>
<td>632,349.08</td>
<td>7%</td>
</tr>
<tr>
<td>4400/003</td>
<td>Social Security Contribution</td>
<td>1,944.00</td>
<td>3,883.00</td>
<td>1,944.00</td>
<td>0%</td>
<td>1,744.00</td>
<td>0%</td>
</tr>
<tr>
<td>4400/003</td>
<td>Workers Compensation</td>
<td>60.00</td>
<td>1,724.83</td>
<td>60.00</td>
<td>900%</td>
<td>60.00</td>
<td>0%</td>
</tr>
<tr>
<td>4410/001</td>
<td>Car Allowance</td>
<td>34,212.69</td>
<td>34,212.69</td>
<td>35,854.90</td>
<td>5%</td>
<td>37,575.94</td>
<td>5%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2,044,593.60</td>
<td>2,040,500.76</td>
<td>2,165,414.99</td>
<td>5%</td>
<td>2,271,103.06</td>
<td>5%</td>
</tr>
<tr>
<td>4700/000</td>
<td>Wages - Casual</td>
<td>13,353.60</td>
<td>9,600.24</td>
<td>14,288.35</td>
<td>7%</td>
<td>15,288.54</td>
<td>7%</td>
</tr>
<tr>
<td>4700/000</td>
<td>Social Security Contribution</td>
<td>216.00</td>
<td>178.08</td>
<td>231.12</td>
<td>7%</td>
<td>247.30</td>
<td>7%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>13,569.60</td>
<td>9,778.32</td>
<td>14,519.47</td>
<td>7%</td>
<td>15,535.84</td>
<td>7%</td>
</tr>
<tr>
<td>Total Budget</td>
<td></td>
<td>4,180,051.28</td>
<td>3,111,332.45</td>
<td>4,169,831.23</td>
<td>0%</td>
<td>4,213,390.99</td>
<td>1%</td>
</tr>
</tbody>
</table>
Appendix IV: Contribution Calculations 2020

<table>
<thead>
<tr>
<th>Provisional Budget 2020</th>
<th>4,159,831.23</th>
<th>Angola</th>
<th>Eij</th>
<th>Japan</th>
<th>Korea</th>
<th>Namibia</th>
<th>Norway</th>
<th>South Africa</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contribution for 2020</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>50% Countries sharing equal</td>
<td>1,247,949.37</td>
<td>178,278.48</td>
<td>178,278.48</td>
<td>178,278.48</td>
<td>178,278.48</td>
<td>178,278.48</td>
<td>178,278.48</td>
<td>178,278.48</td>
</tr>
<tr>
<td>40% shared on GDP</td>
<td>2,495,898.74</td>
<td>467,981.01</td>
<td>467,981.01</td>
<td>467,981.01</td>
<td>467,981.01</td>
<td>467,981.01</td>
<td>207,991.56</td>
<td>207,991.56</td>
</tr>
<tr>
<td>50% Developed Countries</td>
<td></td>
<td>207,991.56</td>
<td>207,991.56</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Ex. Japan, Korea &amp; Norway)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25% Developing Countries</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Angola, Namibia &amp; South Africa)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10% Active Fishing Countries</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Japan &amp; Namibia)</td>
<td>415,983.12</td>
<td>207,991.56</td>
<td>207,991.56</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>4,159,831.23</td>
<td>386,270.04</td>
<td>646,259.49</td>
<td>854,251.06</td>
<td>646,259.49</td>
<td>594,261.60</td>
<td>646,259.49</td>
<td>386,270.04</td>
</tr>
</tbody>
</table>

Balance on 2019 Contributions

| [Over] / Under Payments for 2018 | 441,315.20 | -34,539.49 | 0.00 | 9,229.33 | 7,964.44 | -453,994.64 | 4,636.28 | 0.00 |
| 2019 Contributions            | 4,180,051.27 | 386,147.52 | 649,400.02 | 856,403.39 | 649,400.02 | 597,150.18 | 649,400.02 | 386,147.52 |
| 2019 Payment received          | -4,067,709.48 | -372,398.31 | -649,400.02 | -891,238.07 | -668,315.11 | -453,994.64 | -643,714.91 | -388,147.62 |
| **Total**                      | 554,156.99  | -18,790.18 | 0.00 | -23,575.35 | -10,949.85 | 597,150.18 | 10,322.19 | 0.00 |

Final Contribution

<table>
<thead>
<tr>
<th></th>
<th>4,713,988.22</th>
<th>367,479.86</th>
<th>646,259.49</th>
<th>830,675.71</th>
<th>635,309.64</th>
<th>1,191,411.78</th>
<th>456,581.68</th>
<th>386,270.04</th>
</tr>
</thead>
</table>