

**REPORT OF THE 7th ANNUAL MEETING OF THE STANDING COMMITTEE
ON ADMINISTRATION AND FINANCE (SCAF)**

Swakopmund, Namibia 01 December 2015

1. Opening of the meeting

The Chairperson, Mr. Kristoffer Bjorklund, from Norway, opened the meeting and welcomed all delegates. He expressed his gratitude for being elected as chair of SCAF for a two year period as well as his wishes for a productive and efficient meeting.

2. Appointment of Rapporteur

Namibia nominated Ms. Graca D'Almeida from the Ministry of Fisheries and Marine Resources (Namibia) to take minutes and all Contracting Parties agreed.

3. Adoption of agenda and meeting arrangements

The agenda was adopted with a subject to be raised under the agenda point: Any other matters.

4. Introduction of Parties Delegation

The Heads of Delegations introduced their members (Annex 1).

5. Presentation of the 2014 Audit Report

A representative from PriceWaterHouseCoopers presented the 2014 audit report and it was explained that the Secretariat had prepared all that was required and in accordance with international auditing standards. SCAF has noted that the audit report is unqualified.

6. Executive Secretary's Report on Administration and Finance

The Secretariat presented an overview of the Administration and Finance Report, giving a recap of the activities undertaken for the period under review, the budget expenditure and finances of the Commission.

The Executive Secretary reported that all Contracting Parties had made their contributions at the time of the compilation of the 2015 report and that due to exchange rate fluctuations some Contracting Parties made overpayments, whilst others have underpaid. SCAF requested the ES to explain the reasons for the over and underpayments in the report from next year. As has been the norm, these differences will be accounted for in the next contributions of the Parties.

7. Approval of the proposed 2016 budget and 2017 forecast

The Executive Secretary presented the proposed budget for 2016, including the forecast for 2017 and clarified that most votes for the 2016 budget were increased by 10% compared to the 2015 budget allocation, except where reflected in the corresponding budget. SCAF deliberated on the report and resolved with respect to the 2016 budget that the solidarity tax be excluded from the PAYE calculations and that the increment for all operational votes be reduced to 5%, with the exception of office equipment, web services, VMS related costs, meetings and conferences and accommodation as well as travel flights and accommodation.

The Committee agreed on the revised budget as it was in line with the budgetary provisions of all parties. As no guidance has been provided to SCAF with regard to the 80 thousand Namibian Dollars requested by the Scientific Committee, SCAF agreed to present two alternative budgets one with and one without the indicated amount to the Commission (Annex 2 and Annex 3).

The ES also raised the issue of compensation and rewarding system for good performance of SEAFO staff indicating that the salaries of SEAFO Staff have been depreciating over the years. Increments were only made considering the inflation rate. Most delegations indicated that they had no mandate to discuss this request as it was not in the agenda and no tangible information was provided, although they recognize its importance. Therefore it was suggested that the matter be discussed under agenda item 9, below.

8. Contributions by Parties

Contributions by parties were calculated based on the formula adopted in the 2009. The Committee agreed that two scenarios of contributions, one including the 80 thousand Namibian Dollars requested by the Scientific Committee to support the participation of scientists of Contracting Parties in ABNJ activities (Annex 4) and one without (Annex 5), be submitted for consideration by the Commission.

9. Any other matters

The parties re-iterated their inability to discuss further the issue of professional staff remuneration and benefits raised earlier. The EU, however, indicated that it will raise this matter in the Commission in view of its inclusion in the Performance Review, as it deserves a thorough analysis.

10. Adoption of the SCAF report

The Committee reviewed and adopted the report.

11. Venue and date of next meeting

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

12. Closure of meeting

The Chairperson closed the meeting on the 1st December 2015 in good faith at 18h00.

ANNEX 1

LIST OF DELEGATES

CHAIRPERSON

Kristoffer Krohg BJORLUND
Ministry of Trade, Industry and Fisheries
Tel: +22 24 63 23
Fax: +47-22 24 95 85
Email: Kristoffer-Krohg.Bjorklund@fkf.dep.no

EUROPEAN UNION

Orlando FACHADA (Head of Delegation)
DG Fisheries and Maritime Affairs
External Policy and International and
Regional Arrangements
European Union
Rue Josphé 11,99
B-1049 Brussels, Belgium
Tel: 32-2-299-0857
Fax: 32-2-295-5700
Email: Orlando.Fachada@ec.europa.eu

JAPAN

Haruo TOMINAGA
Assistant Director
International Affairs Division,
Fisheries Agency
Tokyo, Japan
Tel: +81 3 3502 8460
Fax: +81 90 2629 9584
Email: haruo_tominaga170@maff.go.jp

Noriko KAWAI
Official International Affairs Division
Fisheries Agency,
Tokyo, Japan
Tel: +81-3-3502-8460
Fax: +81-90-2629 9584
Email: noriko_kawai770@maff.go.jp

REPUBLIC OF KOREA

Sung Ho KIM (Head of Delegation)
Distant Water Fisheries Division
Ministry of Oceans and Fisheries
Republic of Korea
Government Complex Sejong 94 Dsom2-Ro
Tel: +84-44-200-5339
Email: 1013ksh@gmail.com

Jiyun KIM

Korea Overseas Fisheries Cooperation Agency
3rd floor, KT&G Building, Munyera 137, Seoul
Republic of Korea
Tel: +82-42-471-6435
Email: zeekim@ififc.org

NAMIBIA

Moses MAURIHUNGIRIRE (Head of Delegation)
Permanent Secretary
Ministry of Fisheries and Marine Resources
Private Bag 13355
Windhoek, Namibia
Tel: +264-61-205-3007
Fax: +264-61-224-566
Email: mmaurihungirire@mfmr.gov.na

Titus ILENDE (Head of Delegation)
Deputy Director: Resource Management
Ministry of Fisheries and Marine Resources
Private Bag 13355
Windhoek, Namibia
Phone: +264-61-205-3071
Fax: +264-61-220-558
Email: tiilende@mfmr.gov.na

Graca BAULETH D'ALMEIDA
Director: Resource Management
Ministry of Fisheries and Marine Resources
Private Bag 13355
Windhoek, Namibia
Tel: +264-061-205-3114
Fax: +264-061-205-558
Email: gdalmeida@mfmr.gov.na

NORWAY

Terje LOBACH (Head of Delegation)
Senior Legal Adviser
Directorate of Fisheries
P.O. Box 2009, Nordney
5817 Bergen
Phone: +47-90835495
Fax: +47 55238090
Email: terje.lobach@fiskeridir.no

REPUBLIC OF SOUTH AFRICA

Mqondisi NGADLELA

Agriculture, Forestry & Fisheries
Private Bag X2
Roggebaai 8012
Cape Town
Tel: +27 21 402 3654
Email: MqondisiN@daff.gov.za

SECRETARIAT & SUPPORTING STAFF

Ben van ZYL
Executive Secretary
NATMIRC, Strand Street No.1
P.O.Box 4862, Vineta, Swakopmund,
NAMIBIA
Phone: +264-64-406885
Fax: +264-64-406884
Email: bvanzyl@seafo.org

Anna SNYDERS
Administrative Officer
NATMIRC, Strand Street No.1
P.O.Box 4862, Vineta, Swakopmund,
NAMIBIA
Phone: +264-64-406885
Fax: +264-64-406884
Email: asn timers@seafo.org

INTERPRETER

J. A. DOS SANTOS
Lingua Consultancy Service
Windhoek, Namibia
Phone: +264 61 301032
Fax: +264 88622209
Email: jerrydos.santos@gmail.co

Annex 2

REVIEW 2015 BUDGET AND PROVISIONAL 2016 BUDGET and 2017 FORECAST BUDGET

Budgetline	Activity description	Allocation	Provisional Allocation	% increase	Forecast
		2015	2016		2017
Staff Costs					
4400/001	Salaries Paid Cash	1,995,759.26	2,077,605.63	4.10	2,308,219.86
4400/002	P.A.Y.E.	326,959.24	347,668.50	6.33	382,435.35
4400/003	Social Security	3,888.00	3,888.00	0.00	3,888.00
	Sub Total	2,326,606.50	2,429,162.13	4.41	2,694,543.20
4410/004	Car Allowance	26,853.66	27,927.81	4.00	29,044.92
	Total	2,353,460.16	2,457,089.93	4.40	2,723,588.12
Temporary Staffing					
3100/000	Consultant	0.00	0.00	0.00	0.00
4700/000	Wages - Casual	48,576.00	50,519.04	4.00	52,539.80
	Total	48,576.00	50,519.04	4.00	52,539.80
Employee Benefits					
9400/001	Installation Grant	61,118.53	61,118.53		61,118.53
9400/002	Removal Expenses	29,133.58	29,133.58		29,133.58
9400/003	Repatriation Removal Expenses	91,429.85	91,429.85		91,429.85
9400/004	Home Leave - Travel	35,766.12	35,766.12		35,766.12
9400/005	External Travel	15,651.55	15,651.55		15,651.55
9400/006	Leave Pay Provision	86,161.01	86,161.01		86,161.01
9400/007	Severance Pay Provision	211,927.58	211,927.58		211,927.58
9400/008	Mortality Allowance	218,811.78	218,811.78		218,811.78
	Total	750,000.00	750,000.00		750,000.00
Operational Expenses					
3000/000	Accounting Fees	49,163.00	51,621.15	5.00	56,783.27
3050/000	Advertising & Promotions	14,300.00	15,015.00	5.00	16,516.50
3200/000	Bank Charges	14,520.00	15,246.00	5.00	16,770.60
3330/000	Overtime	5,500.00	5,775.00	5.00	6,352.50
3355/000	Contingency	9,790.00	10,279.50	5.00	10,279.50
3400/000	Courier & Postage	2,200.00	2,310.00	5.00	2,310.00
3700/000	Entertainment	7,150.00	7,507.50	5.00	8,258.25
3850/000	Insurance	19,470.00	20,443.50	5.00	22,487.85
4200/000	Stationary	9,790.00	10,279.50	5.00	11,307.45
4500/000	Office expenses	6,413.00	6,733.65	5.00	7,407.02
6300/010	Office Equipment	10,000.00	42,500.00	325.00	46,750.00
	Total	148,296.00	187,710.80	26.58	205,222.93
Computer Services					
3300/000	Services	3,630.00	3,811.50	5.00	4,192.65
3301/000	Software	33,000.00	34,650.00	5.00	38,115.00
3302/000	Internet lease Line	55,000.00	57,750.00	5.00	63,525.00
3303/000	Web Services	4,300.00	25,900.00	502.33	28,490.00

6250/010	Hardware	25,000.00	25,000.00	0.00	27,500.00
	Total	120,930.00	147,111.50	21.65	161,822.65
Fisheries Monitoring					
3304/000	VMS - Related Costs	0.00	2,750.00		0.00
	Total	0.00	2,750.00		0.00
Training Secretariat Support					
3320/000	Training	27,830.00	27,830.00	0.00	30,613.00
	Total	27,830.00	27,830.00	0.00	30,613.00
Performance Review					
3150/000	Perf. Review	150,000.00	150,000.00		0.00
	Total	150,000.00	150,000.00		0.00
Printing					
4051/000	Reports and Translation	59,400.00	62,370.00	5.00	68,607.00
4050/000	Printing	16,720.00	17,556.00	5.00	19,311.60
	Total	76,120.00	79,926.00	5.00	87,918.60
Communication					
4310/000	Rental & Maintenance Switchboard	14,520.00	15,246.00	5.00	16,770.60
4315/000	Maintenance Copier/Fax	11,330.00	11,896.50	5.00	13,086.15
4600/000	Telephone and Fax	74,360.00	78,078.00	5.00	85,885.80
	Total	100,210.00	105,220.50	5.00	115,742.55
Meetings and Conferences					
4070/000	Meetings & Conferences	344,850.00	379,335.00	10.00	417,268.50
4070/001	Meetings Flights	0.00	0.00	0.00	0.00
4070/002	Meetings Accommodation	121,000.00	133,100.00	10.00	146,410.00
4070/003	Meetings Road	22,000.00	23,100.00	5.00	25,410.00
	Total	487,850.00	535,535.00	9.77	589,088.50
Ad Hoc Meeting					
4080/000	FIRMS/CWP	100,000.00	0.00		0.00
	Total	100,000.00	0.00		0.00
Scientific Committee Support					
4090/000	SC support		80,000.00		
	Total		80,000.00		
Other Travel					
4650/000	Travel Flights	221,050.00	243,155.00	10.00	267,470.50
4651/000	Travel Accommodation	139,000.00	152,900.00	10.00	168,190.00
4652/000	Travel Road	53,680.00	56,364.00	5.00	62,000.40
	Total	413,730.00	452,419.00	9.35	497,660.90

Petty Cash

8300/000	Petty cash	9,130.00	9,586.50	5.00	10,545.15
	Total	9,130.00	9,586.50	5.00	10,545.15

TOTAL EXPENDITURE		4,786,132.16	5,035,698.27	5.21	5,224,742.20
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INCOME

Contributions by Parties	5,035,698.27
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Annex 3

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3050/000	Advertising & Promotions	14,300.00	15,015.00	5.00	16,516.50
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6300/010	Office Equipment	10,000.00	42,500.00	325.00	46,750.00
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3301/000	Software	33,000.00	34,650.00	5.00	38,115.00
3302/000	Internet lease Line	55,000.00	57,750.00	5.00	63,525.00
3303/000	Web Services	4,300.00	25,900.00	502.33	28,490.00

6250/010	Hardware	25,000.00	25,000.00	0.00	27,500.00
	Total	120,930.00	147,111.50	21.65	161,822.65

Fisheries Monitoring

3304/000	VMS - Related Costs	0.00	2,750.00		0.00
	Total	0.00	2,750.00		0.00

Training Secretariat Support

3320/000	Training	27,830.00	27,830.00	0.00	30,613.00
	Total	27,830.00	27,830.00	0.00	30,613.00

Performance Review

3150/000	Perf. Review	150,000.00	150,000.00		0.00
	Total	150,000.00	150,000.00		0.00

Printing

4051/000	Reports and Translation	59,400.00	62,370.00	5.00	68,607.00
4050/000	Printing	16,720.00	17,556.00	5.00	19,311.60
	Total	76,120.00	79,926.00	5.00	87,918.60

Communication

4310/000	Rental & Maintenance Switchboard	14,520.00	15,246.00	5.00	16,770.60
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4600/000	Telephone and Fax	74,360.00	78,078.00	5.00	85,885.80
	Total	100,210.00	105,220.50	5.00	115,742.55

Meetings and Conferences

4070/000	Meetings & Conferences	344,850.00	379,335.00	10.00	417,268.50
4070/001	Meetings Flights	0.00	0.00	0.00	0.00
4070/002	Meetings Accommodation	121,000.00	133,100.00	10.00	146,410.00
4070/003	Meetings Road	22,000.00	23,100.00	5.00	25,410.00
	Total	487,850.00	535,535.00	9.77	589,088.50

Ad Hoc Meeting

4080/000	FIRMS/CWP	100,000.00	0.00		0.00
	Total	100,000.00	0.00		0.00

Other Travel

4650/000	Travel Flights	221,050.00	243,155.00	10.00	267,470.50
4651/000	Travel Accommodation	139,000.00	152,900.00	10.00	168,190.00
4652/000	Travel Road	53,680.00	56,364.00	5.00	62,000.40
	Total	413,730.00	452,419.00	9.35	497,660.90

Petty Cash

8300/000	Petty cash	9,130.00	9,586.50	5.00	10,545.15
	Total	9,130.00	9,586.50	5.00	10,545.15

TOTAL EXPENDITURE		4,786,132.16	4,955,698.27	3.54	5,224,742.20
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INCOME

Contributions by Parties	4,955,698.27
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Annex 4

Budget

5,035,698.27

30% Countries sharing equal						
	\$	215,815.64				
60% shared on GDP						
	\$	3,021,418.96	75% Developed Countries (EU, Japan, Korea, Norway)			
	\$	566,516.06				
			25% Developing Countries (Angola, Namibia, South Africa)			
	\$	251,784.91				
10% Active Fishing Countries (Japan, Korea, Namibia)						
	\$	167,856.61				
Angola	EU	Japan	Korea	Namibia	Norway	South Africa
\$ 467,600.55	\$ 782,331.70	\$ 950,188.30	\$ 950,188.30	\$ 635,457.16	\$ 782,331.70	\$ 467,600.55

Over (+), under payments (-) and arrears (-)

Angola	EU	Japan	Korea	Namibia	Norway	South Africa
-12,960.19		593	7,293.63	-83,964.41	61,768.01	15,423.72
					15,423.72	0.00

Finale 2015 Contribution after reconciliation for over and under payments and arrears.

Angola	EU	Japan	Korea	Namibia	Norway	South Africa
\$ 454,640.36	\$ 782,924.70	\$ 957,481.93	\$ 866,223.89	\$ 697,225.17	\$ 797,755.42	\$ 467,600.55

Annex 5

Budget

4,955,698.27

30% Countries sharing equal

\$ 212,387.07

60% shared on GDP

\$ 2,973,418.96

75% Developed Countries (EU, Japan, Korea, Norway)

\$ 557,516.06

25% Developing Countries (Angola, Namibia, South Africa)

\$ 247,784.91

10% Active Fishing Countries (Japan, Korea, Namibia)

\$ 165,189.94

Angola	EU	Japan	Korea	Namibia	Norway	South Africa
\$ 460,171.98	\$ 769,903.12	\$ 935,093.07	\$ 935,093.07	\$ 625,361.92	\$ 769,903.12	\$ 460,171.98

Over (+), under payments (-) and arrears (-)

Angola	EU	Japan	Korea	Namibia	Norway	South Africa
-12,960.19	593	7,293.63	-83,964.41	61,768.01	15,423.72	0.00

Finale 2015 Contribution after reconciliation for over and under payments and arrears.

Angola	EU	Japan	Korea	Namibia	Norway	South Africa
\$ 447,211.79	\$ 770,496.12	\$ 942,386.70	\$ 851,128.66	\$ 687,129.93	\$ 785,326.84	\$ 460,171.98