



The Secretariat

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South East Atlantic Fisheries Organisation (SEAFO)

PROVISIONAL ANNOTATED AGENDA FOR THE 15TH ANNUAL MEETING OF THE STANDING COMMITTEE ON ADMINISTRATION & FINANCE (SCAF) – 2023

CHAIRPERSON: Mr. Wickness ROOIFONTEIN (SOUTH AFRICA 2023-2024)

VICE-CHAIR: xx (ANGOLA 2023-2024)

VENUE: Virtual & Physical Swakopmund (Secretariat Office)

DATE: 28 November 2023

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/00/2023/Rev1 \(15 Nov 2023\)](#); [DOC/SCAF/01/2023/Rev1 \(15 Nov 2023\)](#) & [DOC/SCAF/02/2023/Rev1 \(15 Nov 2023\)](#)).

4. Introduction of Parties' Delegations

The Heads of Delegations will introduce their members to the committee.

5. Presentation of the 2022 Audit Report

The Executive Secretary will present the 2022 audit report ([DOC/SCAF/03/2023](#)) and the Report to the Management ([DOC/SCAF/04/2023](#)). 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/05/2023](#)) covering the period from January 2023 to September 2023. The Committee will discuss and make decisions as required on matters emanating from the Executive Secretary's Report.

7. Approval of the Provisional 2024 Budget and 2025 Forecast Budget

The Executive Secretary will present the Provisional 2024 and 2025 Forecast Budget ([DOC/SCAF/06/2023/Rev2 \(10 Nov 2023\)](#)) as well as the explanatory notes ([DOC/SCAF/07/2023/Rev1 \(10 Nov 2023\)](#)) prepared for the meeting. The Committee will discuss/amend and approve the 2024 budget.

8. Contribution by Parties

The Committee shall take note of the contribution allocation of the various Contracting Parties on the approved 2024 budget ([DOC/SCAF/08/2023/Rev1 \(10 Nov 2023\)](#))

9. Any other matters

Any other matters will be discussed:

9.1 Draft process of recruitment of a new ES

The ES will present a draft proposal of the process of recruitment of a new ES for discussion by SCAF ([DOC/SCAF/09/2023](#)).

9.2 Review of the 2016 Performance Review report relevant to SCAF

As directed by the Commission during the 2022 annual meeting, the ES will present matters highlighted in the 2016 Performance Review of SEAFO for discussion by SCAF ([DOC/SCAF/10/2023](#)).

10. Venue and date of next meeting

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

11. Adoption of the SCAF Report

The Committee will review and adopt the 2023 SCAF Meeting report which will be presented by the SCAF Chair to the Commission.

12. Closure of meeting

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