

**PROVISIONAL ANNOTATED AGENDA OF THE 10th**

 **STANDING COMMITTEE ON ADMINISTRATION AND FINANCE (SCAF) MEETING - 2018**

**CHAIR:** Mr. Takahiro Ara (Japan 2018-2019) **Venue:** Strand Hotel, Swakopmund

**VICE-CHAIR:** To be confirmed (South Korea 2018-2019) **Date:** 28 November 2018

1. **Opening of the meeting**

The Chair Mr. Takahiro Ara will open the meeting and welcome all present.

1. **Appointment of Rapporteur**

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

1. **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/00/2018, DOC/SCAF/01/2018 & DOC/SCAF/02/2018).

1. **Introduction of Parties’ Delegations**

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

1. **Presentation of the 2017 Audit Report**

The Executive Secretary will present the 2017 audit report (DOC/SCAF/03/2018) and the Report to Management (DOC/SCAF/04/2018). The Committee will take note of the report and make recommendations where required on matters emanating from the Reports.

1. **Presentation of the Executive Secretary’s Report on Administration and Finance**

The Executive Secretary will present the report on Administration and Finance (DOC/SCAF/05/2018) covering the period from January 2018 to September 2018. The Committee will discuss and make decisions where required on matters emanating from the Executive Secretary’s Report.

Employment contract alignments to the Namibian labor law will be discussed (DOC/SCAF/11/2018, DOC/SCAF/12/2018, DOC/SCAF/13/2018) as well as the reconciliation of the Special Requirement Fund (DOC/SCAF/14/2018).

1. **Approval of the Provisional 2019 Budget and 2020 forecast Budget**

The Executive Secretary will present the different provisional 2019 and the 2020 forecast budgets (DOC/SCAF/06/2018, DOC/SCAF/07/2018, DOC/SCAF/08/2018, DOC/SCAF/09/2018 & DOC/SCAF/10/2018) prepared for the meeting. Separate budgets were prepared for the appointment of a Data and Compliance Manager as requested during the 2017 meeting. A budget for the proposed biennial meetings, starting from 2019, was also prepared. The Committee will discuss/amend and approve the 2019 budget.

1. **Contributions by Parties**

The Committee shall take note of the contribution allocation to the various Contracting Parties, depending on which budget will be used.

1. **Any other matters**

Any other matters will be discussed.

1. **Venue and date of next meeting**

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

1. **Adoption of the SCAF Report**

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

1. **Closure of meetings**

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