



The Secretariat

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South East Atlantic Fisheries Organisation (SEAFO)

## PROVISIONAL ANNOTATED AGENDA FOR THE 16<sup>TH</sup> ANNUAL MEETING OF THE STANDING COMMITTEE ON ADMINISTRATION & FINANCE (SCAF) – 2024

**CHAIRPERSON:** Mr. W ROOIFONTEIN (Rep. SA 2023 - 2024)

**VENUE:** Alte Brücke  
Conference Centre,  
Swakopmund, NAMIBIA

**VICE-CHAIR:** (ANGOLA 2023 – 2024)

**DATE:** 26 Nov 2024

NR	AGENDA ITEM	DESCRIPTION
1	<b>Opening of the meeting</b>	The Chair will open the meeting and welcome all present
2	<b>Appointment of Rapporteur</b>	The Chair will ensure the appointment of a rapporteur to draft the SCAF meeting Report
3	<b>Adoption of Agenda and meeting arrangements</b>	The Chair may permit any discussion and consideration of proposals concerning the Provisional Agenda. Delegations will review and adopt the Agenda <a href="#">DOC/SCAF/00/2024</a> ; <a href="#">DOC/SCAF/01/2024</a> ; <a href="#">DOC/SCAF/02/2024</a>
4	<b>Introduction of Parties' Delegations</b>	The Heads of Delegations will introduce their members to the Committee
5	<b>Presentation of the 2023 Audit Report</b>	The Executive Secretary will present the 2023 Financial Year audit report and the Report to Management from the Auditors. The Committee will take note of the report and make recommendations to the Commission <a href="#">DOC/SCAF/03/2024</a> ; <a href="#">DOC/SCAF/04/2024</a>
6	<b>Presentation of the Executive Secretary's Report on Administration and Finance</b>	The Executive Secretary will present the report on Administration and Finance covering the period from January 2024 to September 2024. The Committee will discuss and make decisions as required on matters emanating from this Report <a href="#">DOC/SCAF/05/2024</a>
7	<b>Any other matters</b>	Any other matters will be discussed  7.1 Review of the 2016 Performance Review report relevant to SCAF (Standing over from 2023). Stand over from the 2023 SCAF meeting to have a look at recommendations from the PR that are relevant for implementation <a href="#">DOC/SCAF/09/2024</a>

		7.2 Review of ES Contract. The newly appointed ES contract to be reviewed by SCAF <a href="#">DOC/SCAF/10/2024</a>  7.3 Appointment of Auditors. Proposals from new auditors for selection of new Auditors <a href="#">DOC/SCAF/11/2024</a>
<b>8</b>	<b>Approval of the Provisional 2025 Budget and 2026 Forecast Budget</b>	The executive Secretary will present the Provisional 2025 and Forecast Budget for 2026 as well as the explanatory notes prepared for the meeting. The Committee will discuss/amend and approve the 2025 Budget to recommend to the Commission for approval  <a href="#">DOC/SCAF/06/2024</a> ; <a href="#">DOC/SCAF/07/2024</a>
<b>9</b>	<b>Contribution by Parties</b>	The Committee shall take note of the contribution allocation of the various Contracting Parties on the proposed 2025 Budget and recommend to the Commission for approval  <a href="#">DOC/SCAF/08/2024</a>
<b>10</b>	<b>Election of Chair and Vice-Chair</b>	The Committee will Elect a new Chair and Vice-chair OR reconfirm the current Chairs for another two-year period according to the Alphabetical listing of Contracting parties <b>ANGOLA</b> EU JAPAN KOREA NAMIBIA <b>SOUTH AFRICA</b>
<b>11</b>	<b>Venue and date of next meeting</b>	The Committee will discuss the date and place of the next meeting which will coincide with the 2025 Commission meeting
<b>12</b>	<b>Adoption of the SCAF Report</b>	The Committee will review and adopt the 2024 SCAF Meeting report which will be presented by the SCAF Chair to the Commission
<b>13</b>	<b>Closure of meeting</b>	The Chair will declare the closure of the meeting after all items have been concluded