



REPORT OF THE 4th ANNUAL MEETING OF THE STANDING COMMITTEE ON ADMINISTRATION AND FINANCE 2012

Busan, Korea 5th to 6th December 2012

Venue: Lotte Hotel, Busan

1. Opening of the meeting

The Chairperson, Ms. D'Almeida, opened the meeting and welcomed all delegates. The Chair extended her special thanks to the host of the 4th Annual Meeting of the Standing Committee on Administration and Finance, Republic of Korea.

2. Appointment of Rapporteur

Ms. G. A. Lee and Mr. J. Y. Lee from South Korea were appointed as the rapporteur for the meeting.

3. Adoption of agenda and meeting arrangements

The agenda was adopted with no amendments.

4. Introduction of Parties Delegation

The Heads of Delegations introduced their members.

- 4-1.1. Angola - Mr. Kumbi Kilongo
- 4-1.2. Japan - Ms. Akiko Onodera, Mr. Tsunehiko Motooka
- 4-1.3. EU - Mr. Orlando Fachada, Mr. Jonathan Lansley
- 4-1.4. Korea - Mr. Jong Hwa Bang, Mr. Joon Young Lee
- 4-1.5. Norway - Mr. Terje Lobach
- 4-1.6. South Africa - Ms. Marisa Kashorte, Mr. Xolela Wellem
- 4-1.7. Namibia – Mr. Titus IiIende, Ms. Anna Ndinela Erastus

5. Executive Secretary's Report on Administration and Finance

The secretariat presented an overview of the Administration and Finance report. The Executive Secretary pointed out that all activities for the period under review were addressed. The Executive Secretary indicated that all contracting parties have made their contributions for the 2012 fiscal year except for Angola. Angola replied that Angola has also made their contributions and the transfer to the SEAFO account is on-going. All discussions and decisions taken by the SCAF on this point are reflected in the final budget recommended by this Committee.

6. Consideration of the Executive Secretary report

The Committee decided to maintain the current Terms of Reference for the Administrative Officer. Parties discussed that once the ToR is revised, the Committee has to publicize the position, and that would entail a risk of a staff change which the parties were not in favor of. Implementation of the pay-grade system was decided to be discussed in the future meetings. It was also decided that an increase in salary reflecting the inflationary rate (7%) would apply to staff who have completed a full year of service.

7. 2011 Audit Report

The Executive Secretary presented the 2011 audit report (DOC/SCAF/04/2012). The SCAF noted that it was an unqualified report, and was satisfied with the audit.

8. Extension of the Executive Secretary service contract

The SCAF noted that the HOD had agreed to extend the Executive Secretary's service contract for another term of 4 years

9. Approval of the 2013 budget and 2014 forecast budget

The 2013 budget and 2014 forecast budget were adopted after making modifications (Appendix I).

10. Contributions by Parties based on the adopted formula

Contributions by parties were calculated based on the formula adopted in the 2009 Commission meeting. All parties agreed to the amounts.

11. Any other matters

There were no other matters discussed.

12. Adoption of the SCAF report

The Committee reviewed and adopted the report.

13. Venue and date of next meeting

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

14. Closure of meeting

The Chairperson thanked all delegations for their active participation and for their valuable inputs. The meeting adjourned at 10h50.

Appendix I

REVIEW 2011 AND 2012 AND PROVISIONAL BUDGET FORECAST 2013 AND 2014

Budgetline	Activity description	Allocation	Revised	Expenditure	Allocation	Revised	Allocation	Allocation	Allocation
		2011	2011	Actual 2011	2012	2012	2013		2014
3000/000	Accounting Fees	33,000	54,000	46,390	35,750	51,250	56,400	10	62,100
3050/000	Advertising & Promotions	30,000	30,000	27,372	11,000	102,653	12,100	-88	13,300
3100/000	Consultant	170,000	170,000	49,898	70,000	70,000	310,000	343	-
3200/000	Bank Charges	15,000	15,000	12,731	16,500	20,000	18,200	-9	20,000
3300/000	Computer Expenses	8,800	8,800	5,531	-	6,800	3,000	-56	-
3301/000	Software Upgrade	5,000	5,000	-	5500	14,055	42,500	202	17,000
3302/000	Internet lease Line	68,200	48,200	56,787	54,000	39,000	70,200	80	77,200
3303/000	Rent - Internet	5,500	5,500	-	6,050	6,050	6,600	9	7,300
3304/000	VMS - Related Costs	101,500	77,500	77,665	85,300	85,300	94,000	10	103,200
3310/000	Security/Alarm	1,450	1,450	1,121	1,600	1,600	-	-100	-
3320/000	Training Secretariat Support	-	10,000	9,636	10,000	30,950	11,000	-64	12,100
3330/000	Overtime	-	15,000	-	16,500	31,500	18,200	-42	20,000
3355/000	Contingency	8,800	8,800	6,728	10,000	1,000	8,100	710	12,100
3400/000	Courier & Postage	8,700	8,700	847	8,700	1,700	1,900	12	10,500
3700/000	Entertainment	3,200	3,200	1,951	3,500				

						8,500	3,900	-54	4,300
3850/000	Insurance	10,000	10,000	12,004	11,000	11,000	12,100	10	13,300
4051/000	Reports and Translation	40,000	40,000	22,610	44,000	48,000	52,800	10	59,000
4070/000	Meetings & Conferences	242,000	242,000	210,039	259,000	359,000	285,000	-21	435,000
4200/000	Printing & Stationery	18,260	18,260	968	21,000	21,000	23,100	10	25,400
4300/000	Rent Paid	105,402	95,402	81,849	10,000	10,000	-	-100	-
4310/000	Maintenance Switchboard	8,500	5,500	4,741	6,000	6,000	12,000	100	13,200
4315/000	Maintenance Copier/Fax	7,500	7,500	3,786	8,500	8,500	9,350	10	10,300
4400/001	Salaries Paid Cash	1,212,379	1,212,379	1,307,592	1,709,370	1,509,370	2,126,025	41	2,300,000
4400/002	Relocation Grant	-	-	-	21,210	83,325	-	-100	-
4400/003	Removal Expenses	-	-	-	50,000	140,000	-	-100	-
4400/004	P.A.Y.E.	-	-	-	-	-	-	-	-
4400/005	Social Security	-	-	-	-	-	-	-	-
4500/000	Office expenses	2,200	2,200	2,896	2,400	4,800	5,300	10	5,800
4600/000	Telephone and Fax	27,700	27,700	42,261	30,500	55,750	61,400	10	67,500
4650/000	Travel Flights	187,000	160,000	181,235	88,000	288,000	125,000	-57	137,500
4651/000	Travel Accommodation	0	0	-	88,000	288,000	125,000	-57	137,500
4652/000	Travel Road	0	27,000	20,232	29,700	40,235	44,300	10	49,000
4700/000	Wages - Casual	19,474	19,474	22,574	21,000	38,700	23,100	-40	25,400
4710/000	Car Allowance	24,717	19,717	21,731	21,700	21,700	23,900	10	26,300

6250/010	Computer Equipment	22,000	22,000	17,487	-	7,115	-	-100	-
6300/000	Office Equipment	13,000	13,000	750	-	26,900	-	-100	-
8300/000	Petty cash	6,420	6,420	662	6,900	6,900	7,500	9	8,400
9400/040	Leave Pay Provision	-	-	-	153,450	213,867	80,847	-62	257,400
9400/060	Severance Pay Provision	-	-	-	315,600	376,017	68,781	-82	480,000
TOTAL EXPENDITURE		2,405,702	2,389,702	2,233,530	3,231,730	4,034,537	3,741,603	375	4,410,100
	Contributions by Parties	2,405,702	2,389,702	2,405,702	3,231,730	-	3,741,603		4,410,100
TOTAL INCOME		2,405,702	3,007,125	3,007,125	3,231,730	-	3,741,603		4,410,100