



SOUTH EAST ATLANTIC FISHERIES ORGANISATION

REPORT OF THE 14TH ANNUAL MEETING OF THE STANDING COMMITTEE
ON ADMINISTRATION AND FINANCE (SCAF) - 2022

29 November 2022
Hansa Hotel, Swakopmund
NAMIBIA

The Secretariat

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A white rounded rectangular box containing a handwritten signature in black ink. The signature appears to be "SHIM SOOBIN" written in a stylized, cursive manner.

Ms. Soobin SHIM (Republic of Korea)

Chairperson of SEAFO Standing Committee on
Administration and Finance

sbin8shim@korea.kr

**REPORT OF THE 14TH ANNUAL MEETING OF THE STANDING COMMITTEE ON
ADMINISTRATION AND FINANCE (SCAF)**

29 November 2022

1. Opening of the meeting

The Chair Ms. Soobin Shim, from the Republic of Korea, opened the meeting and welcomed all delegates and expressed her wishes for a productive and efficient meeting.

2. Appointment of Rapporteur

The Secretariat was appointed as rapporteur for the meeting.

3. Adoption of agenda and meeting arrangements

The agenda ([DOC/SCAF/01/2022](#)) was adopted ([Appendix I](#)).

4. Introduction of Parties' Delegations

The Heads of Delegations introduced their members to SCAF ([Appendix II](#)).

5. Presentation of the 2021 Audit Report

The Executive Secretary (ES) presented the 2021 audit report ([DOC/SCAF/03/2022](#)) and the Report to Management from the Auditors ([DOC/SCAF/04/2022](#)).

SCAF noted the auditor's opinion that the financial statements present fairly, in all material respects, the financial position of SEAFO as at 31 December 2021, and its financial performance and cash flows for the year then ended in accordance with the basis of accounting. The auditors further reported that the audit evidence they have obtained is sufficient and appropriate to provide a basis for their opinion.

It was further noted from the Annual Financial Statements that:

- The accumulated surplus increased from N\$ 5,484,899.00 at the end of 2020 to N\$ 6,464,442.00 at the end of 2021
- The operating expense decreased by N\$ 144,905.00 from 2020 to N\$ 3,193,154.00
- The Nett surplus for 2021 is N\$ 979,543.00 compared to N\$ 1,050,341.00 in 2020.

The auditor's Report for Management included no recommendations for changes in the current financial management of SEAFO.

ACTION: SCAF agreed to recommend to the Commission to adopt the Audited Annual Financial Statements of the 2021 financial year.

ACTION: SCAF recommend to the Commission to approve the appointment of the Auditors Hamilton's Chartered accounts for the next two years (2023 and 2024).

6. Presentation of the Executive Secretary's Report on Administration and Finance

The Executive Secretary presented the report on Administration and Finance ([DOC/SCAF/05/2022/Rev1](#)) covering the period from January 2022 to the end of September 2022.

The Executive Secretary reported that not all Contracting Party contributions were received at the time of the compilation of the 2022 report and that some Contracting Parties made underpayments, due to exchange rate fluctuations because of contributions made in USD.

An overview of the financial position of SEAFO was presented for the time period from 2005 to 2021. From this the contracting parties noted that the Net Worth of SEAFO increased over the past five years up to the end of 2021.

It was decided by the contracting parties that the surplus funds will be managed as follows:

The interest of the investment received for the past 12 months is to be used to reduce the contributions by the parties as it will improve the longevity of the organisation.

Projected cashflow statement shows that with cash equivalents and members' contribution expected, SEAFO will be in a position to cover all its financial commitments for 2022 with a remaining surplus of N\$ 6,036,813.50 (which excludes the employee benefit reserves and other reserves).

ACTION: SCAF agreed to recommend to the Commission to adopt the proposal of using the interest on the Trust fund for the past 12 months to reduce the Contracting Parties' contributions.

7. Approval of the Provisional 2023 Budget and 2024 forecast Budget

The Executive Secretary presented an overview of the provisional 2023 and the 2024 forecast budgets ([DOC/SCAF/06/2022](#)) and the explanatory notes ([DOC/SCAF/07/2022](#)).

The SCAF accepted the 5.6 % increase of staff salaries to accommodate the inflation of Namibia which was noted to be an average of 5.6 % over the past 12 months up to the end of October 2022.

An amount of N\$ 80,000.00 was requested by the Scientific Committee to cover the costs of genetic analysis of Orange roughy samples. This is in addition to the N\$220,000.00 which was allocated for the same purpose in 2019 and has been kept as a provision since then. The SCAF also recommended that the additional N\$ 80,000.00 be added as an item to the proposed budget for 2023.

The interest of NAD 372,833.24 received over the past 12 months from the Unit trust investment was deducted from the proposed budgets.

SCAF agreed to the budget for 2023 amounting to NAD 3,000,260.19.

Another budget of NAD 3,203,549.13 including the option of holding a physical meeting in 2023 was prepared for consideration by the Commission.

South Africa made a statement regarding virtual/biennial meetings which is included in [Appendix V](#).

The meeting noted that additional funds will be required during 2024 for expenses regarding the recruitment of a new Executive Secretary.

ACTION: SCAF agreed the provisional budget for 2023 of N\$ 3,000,260.19 ([Appendix III](#)) and drafted another budget of NAD 3,203,549.13 for consideration by the Commission.

8. Contributions by Parties

Contributions by parties were calculated for the two proposed budget options amounting NAD 3,000,260.19 and NAD 3,203,549.13 respectively ([Appendix IV](#)).

9. Election of Chair and Vice-Chair

South Africa was elected as Chair of SCAF for the period from 2023-2024. Angola shall be approached to confirm the position of vice-chair.

10. Any other matters

SCAF has noted that the contract of the current ES will end on the 31st of January 2025 and requested the ES to prepare a draft for the process of recruitment of a new ES for discussion at the 2023 meeting.

11. Venue and date of next meeting

The next SCAF meeting will coincide with the next Commission meeting and will therefor be decided by the Commission.

12. Adoption of the SCAF Report

SCAF reviewed and adopted the meeting report to be presented by the Chair to the Commission.

13. Closure of meetings

The Chairperson closed the meeting at 18:30 on 29th November 2022. She thanked the delegations for their contributions.

APPENDIX I: List of Documents and Agenda of the 14th SCAF Meeting

DOC/SCAF/00/2022



The Secretariat

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South East Atlantic Fisheries Organisation (SEAFO)

**LIST OF DOCUMENTS FOR 14th ANNUAL MEETING OF THE STANDING COMMITTEE
on ADMINISTRATION & FINANCE (SCAF) - 2022**

CHAIRPERSON: Soobin SHIM (Rep of Korea 2022-2023)
VICE-CHAIR: (South Africa 2022-2023)

VENUE: Hansa Hotel, Swakopmund
DATE: 29 November 2022

Document Ref. Number	Agenda Item	Document Title	Provider	Availability of Document
DOC/SCAF/00/2022	All	List of Documents	Secretariat	Available before meeting
DOC/SCAF/01/2022	All	Provisional Agenda of the 14 th Meeting of SCAF	Secretariat	Available before meeting
DOC/SCAF/02/2022	All	Provisional Annotated Agenda of the 14 th Meeting of SCAF	Secretariat	Available before meeting
DOC/SCAF/03/2022	5	Annual Financial Statements for 2021	Auditors/Secretariat	Available before meeting
DOC/SCAF/04/2022	5	Auditors' Management Letter	Auditors/Secretariat	Available before meeting
DOC/SCAF/05/2022	6	Executive Secretary's Report on Administration & Finance	Secretariat	Available before meeting
DOC/SCAF/06/2022	7	Provisional 2023 & 2024 forecast budget	Secretariat	Available before meeting
DOC/SCAF/07/2022	7	Provisional 2023 & 2024 forecast budget explanatory notes	Secretariat	Available before meeting
DOC/SCAF/08/2022	8	Contribution of Contacting Parties for 2023	Secretariat	Available before meeting

DOC/SCAF/01/2022_Rev1 (8 Nov 2022)



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South East Atlantic Fisheries Organisation (SEAFO)

**PROVISIONAL AGENDA FOR THE 14TH ANNUAL MEETING OF THE STANDING
COMMITTEE ON ADMINISTRATION & FINANCE (SCAF) - 2022**

CHAIRPERSON: Soobin SHIM (Republic of Korea 2022-2023) **VENUE:** Hansa Hotel, Swakopmund
VICE-CHAIR: (South Africa 2022-2023)**DATE:** 29 November 2022

Item	Agenda Item	Working Document
1	Opening of meeting by Chairperson	
2	Appointment of rapporteur	
3	Adoption of Agenda and meeting arrangements	DOC/SCAF/00/2022 DOC/SCAF/01/2022 DOC/SCAF/02/2022
4	Introduction of Delegations	
5	Presentation of the 2021 Audit Report	DOC/SCAF/03/2022 DOC/SCAF/04/2022
6	Presentation of the Executive Secretary's Report on Administration & Finance	DOC/SCAF/05/2022
7	Approval of 2023 Provisional & 2024 forecast Budget	DOC/SCAF/06/2022 DOC/SCAF/07/2022
8	Contribution by Contracting Parties	DOC/SCAF/08/2022
9	Election of Chair & Vice-chair	
10	Any other matters <ul style="list-style-type: none"> • Executive Secretary recruitment – South Africa 	
11	Venue & date of next meeting	
12	Adoption of the 2022 Standing Committee on Admin & Finance Report	
13	Closure of meeting	

DOC/SCAF/02/2022_Rev1 (8 Nov 2022)



**PROVISIONAL ANNOTATED AGENDA FOR THE 14TH ANNUAL MEETING OF THE
STANDING COMMITTEE ON ADMINISTRATION & FINANCE (SCAF) – 2022**

CHAIRPERSON: Soobin SHIM (Rep of Korea 2022-2023) **VENUE:** Hansa Hotel, Swakopmund
VICE-CHAIR: (South Africa 2022-2023) **DATE:** 29 November 2022

- 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/00/2022](#); [DOC/SCAF/01/2022](#) & [DOC/SCAF/02/2022](#)).
- 4. Introduction of Parties' Delegations**
The Heads of Delegations will introduce their members to the committee.
- 5. Presentation of the 2021 Audit Report**
The Executive Secretary will present the 2021 audit report ([DOC/SCAF/03/2022](#)) and the Report to Management from the Auditors ([DOC/SCAF/04/2022](#)). 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/05/2022](#)) covering the period from January 2022 to September 2022. The Committee will discuss and make decisions as required on matters emanating from the Executive Secretary's Report.
- 7. Approval of the Provisional 2023 Budget and 2024 Forecast Budget**
The executive Secretary will present the Provisional 2023 and Forecast Budget for 2024 ([DOC/SCAF/06/2022](#)) as well as the explanatory notes ([DOC/SCAF/07/2022](#)) prepared for the meeting. The Committee will discuss/amend and approve the 2023 budget.
- 8. Contribution by Parties**
The Committee shall take note of the contribution allocation of the various Contracting Parties on the approved 2023 budget ([DOC/SCAF/08/2022](#)).

DOC/SCAF/02/2022_Rev1 (8 Nov 2022)

9. Election of Chair and Vice-Chair

The Committee will confirm the current Vice-Chair position with South-Africa.

10. Any other matters

Any other matters will be discussed.

10.1 Executive Secretary recruitment – South Africa

During the 2019 SCAF meeting the position of the Executive Secretary was reviewed and the following recommendation was made to the Commission, which was adopted by the Commission.

11.2.1 Review of the position of the Executive Secretary

The four-year contract of the current ES will come to an end at 31 January 2021. The SCAF noted the good performance of the current ES and agreed to recommend to the Commission to extend the contract for a four-year term.

***ACTION:** The SCAF agreed to recommend to the Commission to approve the extension of the current contract with a four-year period.*

11. Venue and date of next meeting

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

12. Adoption of the SCAF Report

The Committee will review and adopt the 2022 report which will be presented by the SCAF Chair to the Commission.

13. Closure of meeting

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

APPENDIX II: List of Participants**CHAIRPERSON****Soobin SHIM**

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Appendix III: Provisional 2022 and 2023 Forecasted Budget

DOC/SCAF/06/2022

PROVISIONAL 2023 BUDGET and 2024 FORECAST BUDGET

Inflation Rate 5.6% (average for 2022)

Vote	Description	Approved Budget 2022	Actual 2021	Estimated Expenditures Jan-Dec 2022	Provisional Budget 2023	Change %	Forecast Budget 2024	Change %
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Communication

4310/000	Rental & Maint - Switchboard	12,500.00	11,968.20	12,133.00	13,000.00	4.0%	13,845.00	6.5%
4315/000	Rental & Maint - Copier/Fax	7,123.00	12,442.93	9,915.00	8,547.60	20.0%	9,103.19	6.5%
4600/000	Telephone and Fax	5,592.24	5,373.37	7,914.00	8,940.00	59.9%	9,521.10	6.5%
		25,215.24	29,784.50	29,962.00	30,487.60	20.9%	32,469.29	6.5%

Computer Services

3300/000	Computer Expenses	5,000.00	500.74	8,797.68	8,000.00	60.0%	8,520.00	6.5%
3307/000	Maintenance and Support	10,000.00	7,547.83	14,104.34	13,000.00	30.0%	13,845.00	6.5%
3301/000	Software Upgrades	6,000.00	5,927.00	7,188.11	7,200.00	20.0%	7,668.00	6.5%
3302/000	Internet lease Line	19,000.00	18,425.99	17,211.60	19,000.00	0.0%	20,235.00	6.5%
3303/000	Website Hosting & Support	170,000.00	170,937.91	170,000.00	181,900.00	7.0%	193,723.50	6.5%
3305/000	Cloud services	10,000.00	7,060.94	9,208.56	10,000.00	0.0%	10,650.00	6.5%
6250/010	Hardware	*63,598.20	-	*19,126.09	*44,472.12		10,000.00	
	* Provision from previous years	220,000.00	210,400.41	226,510.29	239,100.00	8.7%	264,641.50	10.7%

Meetings & Conferences

4070/000	Meetings Venue	*327,711.06	68,873.26	*231,000.00	*96,711.06		270,289.00	
4070/001	Meetings Flights	-	-	-	-		-	
4070/002	Meetings Accommodation	-	-	-	-		-	
4070/003	Meetings Road	-	-	-	-		-	
4070/004	Meeting Assistance	90,000.00	94,934.78	90,000.00	96,300.00	7.0%	103,329.90	7.3%
	* Provision from previous years	90,000.00	163,808.04	90,000.00	96,300.00	7.0%	373,618.90	288.0%

Operational Expenses

3000/000	Accounting Fees	179,568.62	179,945.60	38,225.00	*141,343.62		*90,000.00	
3050/000	Advertising & Promotions	5,000.00	-	5,000.00	5,000.00	0.0%	5,000.00	0.0%
3200/000	Bank Charges	24,000.00	28,220.46	7,484.76	10,000.00	-58.3%	10,500.00	5.0%
3355/000	Contingency	3,000.00	-	3,000.00	3,000.00	0.0%	3,000.00	0.0%
3400/000	Courier & Postage	4,000.00	536.31	4,000.00	4,000.00	0.0%	4,260.00	6.5%
3850/000	Insurance	16,000.00	18,042.85	15,170.76	16,000.00	0.0%	16,000.00	0.0%
3700/000	Entertainment	-	-	-	-		-	
4200/000	Stationary	3,000.00	1,564.26	5,035.00	3,500.00	16.7%	3,727.50	6.5%
4500/000	Office expenses	6,000.00	4,929.40	6,000.00	6,420.00	7.0%	6,837.30	6.5%
6300/010	Office Equipment @ cost	*56,530.48	2,409.98	*6,289.00	*34,924.20		-	
	* Provision from previous years	240,568.62	235,648.86	83,915.52	47,920.00	-80.1%	49,324.80	2.9%

Other Travel

4650/000	Travel Flights	35,000.00	-	35,000.00	120,000.00	242.9%	127,800.00	6.5%
4651/000	Travel Accommodation	35,000.00	-	40,000.00	120,000.00	242.9%	127,800.00	6.5%
4652/000	Travel Road	5,000.00	-	-	5,000.00	0.0%	5,325.00	6.5%
		75,000.00	-	75,000.00	245,000.00	226.7%	260,925.00	6.5%

Performance Review

3150/000	Performance Review	-	-	-	-	0.0%	375,095.74	0.0%
		-	-	-	-	0.0%	375,095.74	0.0%

Printing & Translations

4051/000	Report & Translations	31,500.00	17,120.00	31,500.00	33,705.00	7.0%	35,895.83	6.5%
4050/000	Printing	2,000.00	-	2,000.00	2,000.00	0.0%	2,130.00	6.5%
		33,500.00	17,120.00	33,500.00	35,705.00	6.6%	38,025.83	6.5%

Employee Benefit Reserve

9400/000	Employee Benefit Reserve	265,776.68	260,256.41	265,776.68	143,095.78	-46.2%	136,182.00	-4.8%
		265,776.68	260,256.41	265,776.68	143,095.78	-46.2%	136,182.00	-4.8%

Vote	Description	Approved Budget 2022	Actual 2021	Estimated Expenditures Jan-Dec 2022	Provisional Budget 2023	Change %	Forecast Budget 2024	Change %
Secretarial Training								
3320/000	Training	*40,344.23	2,903.05	*3,913.04	*36,431.19		-	
* Provision from previous years		*40,344.23	2,903.05	*3,913.04	*36,431.19		-	
Staff Remuneration								
4400/001	Salaries Paid Cash	1,604,462.72	1,557,451.50	1,604,462.72	1,697,246.03	5.8%	1,773,622.10	4.5%
4400/002	P.A.Y.E.	654,356.26	610,066.56	654,356.27	705,396.57	7.8%	737,139.42	4.5%
4400/003	SSC - Company Contribution	1,944.00	1,944.00	1,944.00	1,944.00	0.0%	1,944.00	0.0%
4400/003	Employee Compensation Fund	600.00	-	600.00	600.00	0.0%	600.00	0.0%
4410/001	Car Allowance	37,721.00	36,607.86	37,721.00	37,721.00	0.0%	37,721.00	0.0%
		2,299,083.98	2,206,069.92	2,299,083.98	2,442,907.60	6.3%	2,551,026.52	4.4%
Temporary Staffing								
4700/000	Wages - Casual	11,660.96	12,392.41	11,660.96	12,313.97	5.6%	12,868.10	4.5%
	Social Security Contribution	252.00	256.80	256.80	263.48	4.6%	275.33	4.5%
		11,912.96	12,649.21	11,917.76	12,577.45	5.6%	13,143.44	4.5%
Scientific Committee								
Scientific Committee					80,000.00			
Investment								
Interest Unit Trust Account past 12 months		-170,000.00	-215,157.05	- 371,113.56	-372,833.24	119.3%	-372,833.00	0.0%
Total Budget		3,091,057.48	2,923,483.35	2,744,552.67	3,000,260.19	-2.9%	3,721,620.01	24.0%

Appendix IV: Contribution Calculations 2022

DOC/SCAF/08/2022

CONTRIBUTION CALCULATION ON PROVISIONAL BUDGET OF 2023

Provisional Budget 2023	3,000,260.19	Angola	EU	Japan	Korea	Namibia	South Africa
Contribution for 2023							
30% Countries sharing equal	900,078.06	150,013.01	150,013.01	150,013.01	150,013.01	150,013.01	150,013.01
60% shared on GDP	1,800,156.11						
75% Developed Countries (EU, Japan, Korea & Norway)			450,039.03	450,039.03	450,039.03		
25% Developing Countries (Angola, Namibia & South Africa)		150,013.01				150,013.01	150,013.01
10% Active Fishing Countries (EU, Japan & Namibia)	300,026.02		150,013.01	150,013.01			
	3,000,260.19	300,026.02	750,065.05	750,065.05	600,052.04	300,026.02	300,026.02
Balance at 29 September 2022							
Outstanding contribution for 2021	437,488.73	44,160.29	0.00	15,072.75	10,769.69	0.00	367,486.00
Contribution allocation for 2022	3,091,057.49	309,105.75	772,764.37	772,764.37	618,211.50	309,105.75	309,105.75
Payments received during 2022	3,054,667.70	0.00	772,764.37	729,698.31	566,507.52	309,105.75	676,591.75
Outstanding balance for 2022	473,878.52	353,266.04	0.00	58,138.81	62,473.67	0.00	0.00
<i>Negative balance - Overpayment</i>							
<i>Positive balance - Underpayment</i>							

Appendix V: Statement by South Africa

Biennials/ Physical Meetings:

South Africa wishes to revisit the SEAFO position on biennial meetings. We are uncertain as to what and how decisions has been reached on this score and we have certainly tried to engage some of the distinguished members and colleagues in the sides of this meeting. With that said, as a coastal state to SEAFO, alongside Namibia and Angola, we are concerned about the prospects of the biennial meetings for a number of reasons. Chair and distinguished members, South Africa would like to remind the members that not too long ago (pre COVID) we were engaging each other on the “Future of SEAFO” and the survival of the SEAFO. The 2017 meeting set a seminar day aside where the Commission and Scientific Committee engaged in the regards prior the Annual Meetings. This one day seminar explored extension of the convention area, the revisions of the staff regulations and Rules of Procedure (and numbering of the CM’s) as per review report of 2016.

This ties in directly to the issue of biennial meeting with its pros and cons. South /Africa still remains of the opinion that biennial meetings for SEAFO is not in our best interests as a coastal state whose commercial fisheries is right next to the SEAFO area.

The opportunities for networking, brainstorming, and relationship building are usually far greater at physical events than online.

Meetings provide a richer, more targeted, and more focused interactive experience than nearly any virtual meeting. This is particularly important in negotiations meetings.

There are costs involved with physical events such as travel, room rental, AV, catering, onsite staff and more.

However, after the disruptions from the COVID-19 pandemic have passed, the benefits mentioned above can often be very well worth the costs.

Physical meetings bring people together, provide significant points of business interaction, and very significant economic benefit to member countries with regards to taking stock of managing the resources in an equitable and sustainable manner. Because of this, physical meetings will remain the best option well into the future and more especially to a vulnerable organisation such as SEAFO.

In conclusion chair, virtual meetings should be an alternative to our inability to meet physically or hybrid meetings be considered for delegates that cannot attend physical meetings.