

**PROVISIONAL ANNOTATED AGENDA FOR THE 11TH MEETING OF THE STANDING COMMITTEE ON ADMINISTRATION & FINANCE (SCAF) – 2019**

**CHAIRPERSON:** Mr. Hideki Moronuki (Japan 2018-2019) **VENUE:** Strand Hotel, Swakopmund

**VICE-CHAIR:** To be confirmed (Korea 2018-2019) **DATE:** 27 November 2019

1. **Opening of the meeting**

The Chair 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/00/2019**; **DOC/SCAF/01/2019** & **DOC/SCAF/02/2019**).

1. **Introduction of Parties’ Delegations**

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

1. **Presentation of the 2018 Audit Report**

The Executive Secretary will present the 2018 audit report (DOC/SCAF/03/2019) and the Report to the Management (DOC/SCAF/04/2019). 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/05/2019**) covering the period from January 2019 to September 2019. The Committee will discuss and make decisions as required on matters emanating from the Executive Secretary’s Report.

1. **Staff Regulations alignments to the Namibian labour law** will be discussed (**DOC/SCAF/06/2019**)
2. **Approval of the Provisional 2020 Budget and 2021 Forecast Budget**

The executive Secretary will present the Provisional 2020 and 2021 Forecast Budget (**DOC/SCAF/07/2019**) as well as the explanatory notes (**DOC/SCAF/08/2019**) prepared for the meeting. The Committee will discuss/amend and approve the 2020 budget.

1. **Contribution by Parties**

The Committee shall take note of the contribution allocation of the various Contracting Parties on the approved 2020 budget (**DOC/SCAF/09/2019**)

1. **Election of Chair and Vice-Chair**

The Committee will elect a new Chair and Vice-Chair to serve for a 2-year term.

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 SCAF Chair to the Commission.

1. **Closure of meeting**

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

**Circulation date:** **27 October 2019**