



The Secretariat

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South East Atlantic Fisheries Organisation (SEAFO)

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](#))

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.

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.