



The Secretariat

Physical Address: 1 Strand Street, NatMirc, Swakopmund, Namibia

Phone: + 264 (64) 406-885 • Fax: + 264 (64) 406-884 • Email: info@seafo.org • Website: www.seafo.org

South East Atlantic Fisheries Organisation (SEAFO)

PROVISIONAL ANNOTATED AGENDA FOR THE 12TH MEETING OF THE STANDING COMMITTEE ON ADMINISTRATION & FINANCE (SCAF) – 2020

CHAIRPERSON: Graca d'Almeida (Namibia 2020-2021)

VENUE: Correspondence

VICE-CHAIR: Kristoffer-krohg Bjorklund (Norway 2020-2021)

DATE: 23-24 November 2020

NOTES:

- Actions that will take place or will be required during the correspondence meeting are in **RED**
- Please note the times allocated for the different actions can be changed as needed as the meeting goes along.

1. Opening of the meeting

The Chairperson will open the meeting and welcome delegates by email at 08:00 (GMT+2) on 23rd November 2020.

2. Appointment of Rapporteur

The Executive Secretary will be the rapporteur.

3. Adoption of agenda and meeting arrangements

The list of documents, agenda and annotated agenda will be available to members **one month before the meeting** (DOC/SCAF/00/2020, DOC/SCAF/01/2020 & DOC/SCAF/02/2020).

The provisional agenda (DOC/SCAF/01/2020) and the annotated agenda (DOC/SCAF/02/2020) will be shared on Google Docs on 23rd November at 08:00 (GMT +2) and responses can be made until 09:30 (GMT+2). A NO response will count as AGREED and the agenda will be adopted.

Registered delegates (as nominated by the Heads of Delegations) will be informed of any practical arrangements for the meeting by the Executive Secretary on 23rd November 2020 by email at 08:00 (GMT +2).

4. Introduction of Delegates

The Executive Secretary will announce the registered participants on 23rd November 2020 at 08:00 (GMT+2) by email.

5. Presentation of the 2019 Audit Report

The 2019 audit report (DOC/SCAF/03/2020) and the Auditors' Report to Management (DOC/SCAF/04/2020) will be shared on 23rd November at 08:00 (GMT+2) on Google Docs and delegates can add comments and questions if needed until 05:00 (GMT+2) on 24th November.

6. The Executive Secretary's Report on Administration and Finance

The report on Administration and Finance ([DOC/SCAF/05/2020](#)) covering the period from January to September 2020 will be shared on 23rd October at 08:00 (GMT+2) by using Google Docs and delegates can add comments and questions until 05:00 (GMT+2) on 24th November.

7. Approval of the Provisional 2021 Budget and 2022 Forecast Budget

The Provisional 2021 and 2022 Forecast Budget ([DOC/SCAF/06/2020](#)) as well as the explanatory notes ([DOC/SCAF/07/2020](#)) will be shared on the 23rd October after 8:00 (GMT+2) on Google Docs and delegates can add comments and questions until 10:00 (GMT+2) on 23rd November. (Discussions on the Salaries of the Secretariate will be done via email by the Chairperson during this time and she will inform the Secretariate about the decision.) Changes will then be made to the budget if needed and shared on Google Docs at 08:00 (GMT+2) on 24th November to be approved by the Committee by 09:30 (GMT +2) on 24th November.

8. Contribution by Parties

The Committee shall take note of the contribution allocation of the various Contracting Parties on the approved 2021 budget ([DOC/SCAF/08/2020](#)). This document will be updated after the approval of the 2021 budget and shared by using Google Docs at 08:00 (GMT +2) on 24th November together with the budget.

9. Adoption of the SCAF Report

The Committee will review and adopt the report which will be compiled by the Executive Secretary and the Chairperson and shared on Google Docs at about 10:00 (GMT+2) 24th November and delegates can add comments until 10:30 on 24th November. The report will be submitted to the Commission.

10. Closure of meeting

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