



**REPORT OF THE 3rd ANNUAL MEETING OF THE STANDING COMMITTEE
ON ADMINISTRATION AND FINANCE 2011**

**Windhoek, Namibia 12– 13 October 2011
Venue: Safari Hotel, Windhoek**

The SEAFO Secretariat
NATMIRC
Strand Street No. 1
Swakopmund
P.O. Box 4862
Vineta, Namibia
Phone: +264-64-406885
Facsimile: +264-64-406884
Email: info@seafo.org
URL: www.seafo.org

A handwritten signature in black ink, appearing to read "G. D'Almeida", is written over a horizontal line.

Chairperson of SCAF
Ms. G. D'Almeida
(gdalmeida@mfmr.gov.na)

1. Opening of the meeting

The Chairperson welcomed all delegates, particularly from Korea who joined the commission recently and indicated that she was looking forward to fruitful deliberations.

2. Appointment of Rapporteur

Mr. Beau M. Tjizoo (Namibia) was appointed as the rapporteur for the meeting.

3. Adoption of Agenda and Meeting Arrangements

The Agenda was adopted with addition of the following items from SC (Annex I):

- Job description of the data manager (under point 8)
- Budget for the fish and crustaceans identification guide (to be included under point 12)

4. Introduction of Parties' Delegations

All heads of delegates introduced their delegations (Annex II). South Africa could not participate in the meeting as was noted in the Commission and Compliance Committee meetings.

5. Executive Secretary's Report on Administration and Finance

- The Secretariat presented the Administration and Finance report for the October 2010 – September 2011. The ES pointed out that all activities for the period under review were addressed, except for Activities 2.2 and 3.2 which are on-going.
- The ES also indicated that the Contracting Parties contribution table should not have been included in the report. Nevertheless, all parties have made their contributions to date except for Angola, which is in arrears for two years. Norway and Japan have paid more than their required annual contribution and the surplus will be balanced against their 2012 contributions.
- Rental expenses will be invalid once the Secretariat moves to NatMIRC premises in Swakopmund.

6. Consideration of the Executive Secretary report

- SCAF has noted with concern that a Contracting Party is still in arrears with its contributions and strongly urged that the contributions are made on time to allow for SEAFO functionality.
- The Secretariat was advised to reduce its financial accounts to at most three to reduce bank charges. The Secretariat will investigate other investment options (with higher interest rates) and will communicate the outcome to the heads of delegations once the service providers inform the Secretariat.

7. 2010 Audit Report

- Executive Secretary led the meeting through the 2010 Auditor's report on SEAFO and reported that the Organization received an unqualified audit report

8. Post of full time programmer in the SEAFO Secretariat

The Secretariat presented a job description for the data manager/GIS expert including a Namibian salary scale. The Secretariat will liaise with the SC and revise the terms of reference which will be circulated to the head of delegations before advertising. SCAF agreed that an allocation of N\$ 400 000 (all inclusive) should be budgeted for the appointment of the data manager/GIS expert in 2012. The date of appointment shall be adapted to fit with the budget. It was however noted that it may be a challenge to attract individuals with these expertise and the real cost will be between N\$ 600 000 and N\$ 900 000 based on international salary scales. SCAF will consider this issue next year, if necessary.

9. Appointment of Auditor

The Secretariat presented a list of firms that have expressed interest in auditing SEAFO financial accounts. After considering the list, SCAF recommended that the same firm (PWC) be contracted for another three years at a cost of N\$ 35 075 per annum, as it has satisfactorily audited SEAFO financial statements for the past seven years.

The Secretariat was requested to develop criteria on which auditing firms will be selected in future by providing a comprehensive evaluation grid including a scoring system.

10. Approval of the 2012 Budget and 2013 forecast Budget

Secretariat presented the proposed 2012 budget and 2013 forecast budget to the meeting. After careful consideration SCAF adopted the budget as set out in annex III.

11. Contributions by Parties based on the adopted formula

The Secretariat presented the contributions of the contracting parties based on the agreed formula. The contributions for 2012 were reconciled to take into account over and under payments, as well as arrears (annex IV).

12. Any other matters

12.1 Budget for fish ID guide

Executive Secretary reported that SC chair has indicated that N\$ 60 000 will be required for the development of fish and crustaceans identification guide. It was however noted that the ID guide may not be the final product and changes may be made in the future as more information and new species are found.

ES also requested an additional amount of N\$ 9000 to convert the access database to a SQL database which can then be added to the website.

SCAF agreed that in total an amount of N\$ 70 000 should be added to the budget for the fish and crustaceans identification guide and database conversion.

13. Election of Chair and Vice Chair

Ms. Graça D'Almeida (Namibia) was re-elected as chairperson for a second term and Mr. Orlando Fachada (EU) was elected as the vice-chairperson.

14. Adoption of the SCAF report

SCAF reviewed and adopted the report.

15. Venue and date of next meeting

It was agreed that the venue and date of the next meeting shall be decided by the Commission.

16. Closure of meeting

The chairperson thanked all delegations for their active participation as well as the Secretariat and rapporteur for their inputs and adjourned the meeting at 10h42.

Annex I



Agenda of the 3rd Annual Meeting of the Standing Committee on Administration and Finance

Windhoek, Namibia 12 – 13 October 2011

Venue: Safari Hotel, Windhoek **Chair:** Ms G. D'Almeida – Namibia
Vice Chair: EU

1. Opening of the meeting
2. Appointment of Rapporteur
3. Adoption of Agenda and Meeting Arrangements
4. Introduction of Parties' Delegations
5. Executive Secretary's Report on Administration and Finance
6. Consideration of the Executive Secretary report
7. 2010 Audit Report
8. Post of full time programmer in the SEAFO Secretariat
9. Appointment of Auditor
10. Approval of the 2012 Budget and 2013 forecast Budget
11. Contributions by Parties based on the adopted formula
12. Any other matters
 - 12.1 Budget for consultant to compile an ID guide for fish and crustaceans
13. Election of Chair and Vice Chair
14. Adoption of the SCAF report
15. Venue and date of next meeting
16. Closure of meetings

Annex II

LIST OF DELEGATES SCAF MEETING

ANGOLA

Kumbi KIILONGO (Head of Delegation)
Instituto Nacional de Investigação Pescas
Ministry of Fisheries
P. O. Box 2601
Ilha de Luanda, Angola
Phone: +244 923373481
Fax: +244 33309977
Email:kkilongo@gmail.com

EUROPEAN COMMUNITY

Orlando FACHADA
DG Fisheries and Maritime Affairs
External Policy and International and
Regional Arrangements
European Commission
Rue Joseph II, 99
B- 1049 Brussels, Belgium
Phone: +32 0872 299
Fax: +32 22 2955700
Email:Orlando.fachada@ec.europa.eu

Jon LANSLEY
DG Fisheries and Maritime Affairs
External Policy and International and
Regional Arrangements
European Commission
Rue Joseph II, 99
B-1049 Brussels, Belgium
Phone: +32 222353629
Fax: +32 22956858
Email:jon.lansley@ec.europa.eu

NAMIBIA

Titus IILENDE (Head of Delegation)
Deputy Director
Ministry of Fisheries and Marine Resources
Private Bag 13355
Windhoek, Namibia
Phone: +264 61 2053911
Fax: +264 61 224566
Email:tiilende@mfmr.gov.na

Graca D'ALMEIDA (SCAF Chairperson)
Chief Fisheries Biologist

Nat. Marine Information & Research Centre
Ministry of Fisheries and Marine Resources
Private Bag 912
Swakopmund, Namibia
Phone: +264 64 4101000
Fax: +264 64 404385
Email:gdalmeida@mfmr.na.gov

Peter SHIVUTE
Ministry of Fisheries and Marine Resources
P.O. Box 1594
Walvis Bay
Namibia
Phone: 264-64-201-6111
Fax: 264-64-2016-228
Email:pschivute@mfmr.gov.na

Beau TJIZOO
Chief Fisheries Biologist
Nat. Marine Information & Research Centre
Ministry of Fisheries and Marine Resources
Private Bag 912
Swakopmund, Namibia
Phone: +264 64 4101000
Fax: +264 64 404385
Email:btjizoo@mfmr.na.gov

NORWAY

Terje LOBACH (Head of Delegation)
Senior Legal Adviser
Directorate of Fisheries
P.O. Box 2009, Nordney
5817 Bergen
Phone: +49 55238139
Fax: +47 55238090
Email:terje.lobach@fiskeridir.no

Ove HOKSTAD
Ministry of Foreign Affairs
Haakon VII plass
0032 Oslo, Norway
Phone: +47 22243615
Fax: +47 22249580
Email:oh@fkf.dep.no

JAPAN

Kenro IINO (Head of Delegation)
Advisor to the Minister
Ministry of Agriculture, Forestry and
Fisheries, International Affairs Division
Fisheries Agency of Japan
1-2-1 Kasumigaseki, Chiyoda-ku, Tokyo
Japan, 100-8907
Tel: 81-3-3502-8460
Fax: 81-3-3502-0571
Email: keniino@hotmail.com

Tsunehiko MOTOOKA
Japan Overseas Fishing Association
Fisheries Agency of Japan
1-2-1 Kasumigaseki, Chiyoda-ku, Tokyo
Japan, 100-8907
Tel: +81-3-5501-8460
Fax: +81-3-3502-0571
Email: tsunehiko_motooka@nam.maff.go.jp

Hiroshi MATSUURA
Fishery Division
Economic Affairs Bureau
Ministry of Foreign Affairs
Japan, 100-8907
Tel: +81-3-5501-8000
Fax: +81-3-5501-8332
Email:

Hiroko ITO
Fishery Division
Ministry of Foreign Affairs
Economic Affairs Bureau
Japan, 100-8907
Tel: +81-3-5501-8338
Fax: +81-3-5501-8332
Email: hiroko.ito@mofa.go.jp

REPUBLIC OF KOREA

Kyu Jin SEOK
Fisheries Resources Management Division
National Fisheries Research & Development
Institute (NFRDI)
152-1 Haeanro, Gijang
Busan 619-705
Republic of Korea
Tel: +82-51 720 2321

Fax: +82-51720 2337
Email: pisces@nfrdi.go.kr

Jong Hwa Bahng
Head of Delegation
Deputy Director
Ministry of Food, Agriculture, Fisheries and
Forestry of Korea
88, GwanMun-Ro, GwaCheon-si
GyeongGi-do, 427-719
Republic of Korea
Tel: +82-25002416
Fax: +82-25039174
Email: bjh125@korea.kr

Jong-deok CHOI
Dongwon Industries
275 Yangjae-dong, Seocho-gu
Seoul
Republic of Korea
Tel: +82-25893891
Fax: +82-258944397
Email: jdchoi@dongwon.com

SECRETARIAT & SUPPORTING STAFF

Ben van ZYL
Executive Secretary
P.O. Box 4296, Walvis Bay, Namibia
Phone: +264-64-220387
Fax: +264-64-220389
Email: bvanzyl@seafo.org

Anna SNYDERS
Administrative Officer
P.O. Box 4296, Walvis Bay, Namibia
Phone: +264-64-220387
Fax: +264-64-220389
Email: asnnyders@seafo.org

INTERPRETERS

Carmindo MAZIVE
TIS Namibia
Windhoek, Namibia

Jeremia dos SANTOS
Lingua Consultancy Service
Windhoek, Namibia

Annex III

Budgetline	Activity description	Allocation	Revised	Exp	Allocation	Allocation	Allocation	Allocation
		2010	2010	Actual	2011	2011 Rev	2012	2013
3000/000	Accounting Fees	30000	50000	47783	33000	54000	35750	38582
3050/000	Advertising & Promotions	10000	10000	196	30,000	30000	11000	12200
3100/000	Consultant	26000	26000	0	170,000	170000	70000	0
3150/000	Performance Review	80000	210000	202737	0	0	0	0
3200/000	Bank Charges	12000	12000	13110	15,000	15000	16500	18200
3300/000	Computer Expenses	4000	8000	9464	8,800	8800	0	0
3301/000	Software Upgrade	14200	4200	3279	5,000	5000	5500	6100
3302/000	Internet lease Line	62000	62000	60012	68,200	48200	54000	60000
3303/000	Rent - Internet	5000	5000	3212	5500	5500	6050	6700
3304/000	VMS - Related Costs	92224	92224	94461	101500	77500	85300	93800
3310/000	Security/Alarm	1350	1350	1320	1450	1450	1600	1800
3320/000	Training Secretariat Support	0	0	1495	0	10000	10000	10000
3330/000	Overtime	0	0	0	0	15000	16500	18150
3355/000	Contingency	8000	8000	6549	8800	8800	10000	10600
3400/000	Courier & Postage	7150	12150	9359	8700	8700	8700	10000
3700/000	Entertainment	2650	2650	750	3200	3200	3500	3900
3850/000	Insurance	17500	17500	8612	10000	10000	11000	12100
4051/000	Reports and Translation	33000	33000	30906	40000	40000	44000	48400
4070/000	Meetings & Conferences	220000	220000	291119	242000	242000	259000	290000
4200/000	Printing & Stationery	6600	16600	19400	18260	18260	21000	22000
4250/000	Postage	344	0	211	0	0	0	0
4300/000	Rent Paid	105820	95820	90939	105402	95402	10000	0
4310/000	Maintenance Switchboard	7700	7700	5157	8500	5500	6000	6600
4315/000	Maintenance Copier/Fax	3300	6600	7146	7500	7500	8500	9500
4400/001	Salaries Paid Cash	1133064	1133064	781917	1212379	1212379	1709370	1880307
4400/002	Relocation Grant	0	0	0	0	0	21210	0

4400/003	Removal Expenses	0	0	0	0	0	50000	0
4400/004	P.A.Y.E.	0	0	334320	0	0	0	0
4400/005	Social Security	0	0	3222	0	0	0	0
4500/000	Office expenses	2000	2000	2830	2200	2200	2400	2700
4600/000	Telephone and Fax	23100	33100	47475	27700	27700	30500	33500
4650/000	Travel Flights	154000	154000	240085	187000	80000	88000	96800
4651/000	Travel Accommodation	0	0	0	0	80000	88000	96800
4652	Travel Road	0	0	0	0	27000	29700	32700
4700/000	Wages - Casual	18200	18200	18168	19474	19474	21000	23100
4710/000	Car Allowance	23100	23100	19010	24717	19717	21700	24000
6250/010	Computer Equipment	0	0	0	22000	22000	0	0
6300/000	Office Equipment	3000	13000	663	13000	13000	0	0
8300/000	Petty cash	5500	5500	5000	6420	6420	6900	7500
9400/040	Leave Pay Provision	0	0	0	0	0	153450	15345
9400/060	Severance Pay Provision	0	0	0	0	0	315600	156692
TOTAL EXPENDITURE		2110802	2282758	2359907	2405702	2389702	3231730	3048076
	Contributions by Parties	2110458	2110458	2110458	2405702	2405702	3231730	3038572

Annex IV

Provisional Contracting Parties Contribution for 2012 based the adopted formula

2012 Budget = N\$3,231,730 and the calculation of the annual contribution of each Contracting Party shall be on the following basis:

a) 30% - Equal contribution among **(All Parties) 138,502.71**
(Angola, EU, Japan, Korea Namibia, Norway and South Africa)

b) 60% - of the budget be divided among the Parties according to their respective Gross National Income per capita as defined by World Bank

75% equal among Parties with an annual per capita GN¹ exceeding \$10,000
(Parties: EU, Japan, Korea, Norway) -363,569.63

25% equal among Parties with annual per capita GN¹ below \$10,000
(Parties: Angola, Namibia and South Africa) –161,586.50

c) 10% - of budget divided equally among the Members having participated in fishing in one of the three previous years for fishery resources covered by the Convention **(Parties:EU, Japan, Korea, Namibia, South Africa) – 64,634.60**

ANGOLA (a+b)	EU (a+b+c)	JAPAN (a+b+c)	Korea (a+b+c)	NAMIBIA (a+b+c)	NORWAY (a+b)	SA (a+b+c)
300,089.21	566,706.94	566,706.94	566,706.94	364,723.81	502,072.34	364,723.81

Finale Contribution after reconciliation of over and under payments and arrears.

ANGOLA	EU	JAPAN	Korea	NAMIBIA	NORWAY	SA
823,415.20	566,278.86	548,568.86	570,604.53	364,723.81	443,181.18	364,950.36

Annex 8

EU Statement

The EU Delegation would like to express its frustration, disappointment and deep concern about the lack of consensus on some important proposals for conservation measures which have been discussed at length during this SEAFO Plenary session, and which cannot be adopted during this meeting, notably because of the position of one particular Delegation of a new Member to this Commission.

In particular, it is with deep regret that we have to notice the disregard, by that same Delegation, of the provisions of the SEAFO Convention relating to the implementation of the precautionary approach as well as of the commitments taken by the international community, in particular within the UN context, notably towards endangered species and responsible fisheries.

In addition, we again regret the dismissal of the main recommendations and advices made by the vast majority of SEAFO Scientific Committee scientists aiming at ensuring a precautionary management action for armourhead.

These recommendations were dismissed without providing any scientific argument but exclusively in favour of short term fishing interests and at the detriment of the medium/long term sustainability of the concerned resources.

We also feel it is necessary to highlight the basic need of granting the independence and autonomy of the SEAFO Scientific Committee, and the necessity to ensure a clear separation between scientists and managers within the SEAFO, as well as, other RFMOs contexts.

Finally, the EU would like to point out the regrettable behaviour of the same Delegation to use its consensus prerogative to advocate its short term fishing interests against scientific advice and sustainable fisheries. This behaviour will result in the undermining of SEAFO credibility and effectiveness, and it will submit SEAFO to justified criticism from the international fishery community and general public.

The EU recommends that to ensure this situation is not repeated in the future, intersessional work should be undertaken.