

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

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| **Item** | **Agenda Item** | **Working Document** |
| 1 | Opening of meeting by Chairperson |  |
| 2 | Appointment of rapporteur |  |
| 3 | Adoption of Agenda and meeting arrangements | DOC/SCAF/00/2019  DOC/SCAF/01/2019  DOC/SCAF/02/2019 |
| 4 | Introduction of Delegations |  |
| 5 | Presentation of the 2018 Audit Report | DOC/SCAF/03/2019  DOC/SCAF/04/2019 |
| 6 | Presentation of the Executive Secretary’s Report on Administration & Finance | DOC/SCAF/05/2019 |
| 7 | Staff Regulations changes to comply with Namibian Labour Law | DOC/SCAF/06/2019 |
| 8 | Approval of 2020 Provisional & 2021 forecast Budget | DOC/SCAF/07/2019  DOC/SCAF/08/2019 |
| 9 | Contribution by Contracting Parties | DOC/SCAF/09/2019 |
| 10 | Election of Chair & Vice-chair |  |
| 11 | Any other matters |  |
| 12 | Venue & date of next meeting |  |
| 13 | Adoption of the 2019 Standing Committee on Admin & Finance Report |  |
| 14 | Closure of meeting |  |

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

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

**Circulation Date: 27 October 2019**