

**REPORT OF THE 8<sup>th</sup> ANNUAL MEETING OF THE STANDING COMMITTEE  
ON ADMINISTRATION AND FINANCE (SCAF)**

Port Elizabeth, South Africa 2 December 2016

**1. Opening of the meeting**

The Chairperson, Mr. Kristoffer Bjorklund, from Norway, opened the meeting and welcomed all delegates and expressed his wishes for a productive and efficient meeting.

**2. Appointment of Rapporteur**

Ms Zukiswa Nkhereanye from the Department of Agriculture, Forestry and Fisheries (South Africa) to take minutes and all Contracting Parties agreed.

**3. Adoption of agenda and meeting arrangements**

The agenda was adopted with amendments to include the recommendations of the performance review.

**4. Introduction of Parties Delegation**

The Heads of Delegations introduced their members (Annex 1). Although SCAF is a closed meeting, the Committee agreed that the Chair of the Performance Review Panel be allowed to attend the meeting.

**5. Presentation of the 2015 Audit Report**

The Secretariat presented the 2015 audit report. SCAF has noted that the audit report is unqualified and there have been no facts or circumstances of material nature that have occurred between the accounting date and the date of the 2015 Audit Report.

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

The Secretariat presented an overview of the Administration and Finance Report, including the activities undertaken for the period under review. The expenditures up the end of 31 October were presented.

The Secretariat reported that not all Contracting Parties had made their contributions at the time of the compilation of the 2016 report and that Contracting Parties made overpayments, whilst others have underpaid. Namibia informed the meeting that they are currently experiencing budgetary constraints and that they will make a payment soon. Angola indicated that the payment has been made and Secretariat requested to check whether it is reflected. SCAF requested the Secretariat to explain the reasons for the over and underpayments in the report from next year. As has been the norm, these differences will be accounted for in the next contributions of the Parties.

The meeting was informed that the EU requested SEAFO to repay the grant funds that was paid to SEAFO under Grant S12.600668. The Secretariat indicated that the payment procedure has been effected and the payment will be made soon.

**7. Performance Review Recommendations**

EU presented the working document on the review of staff regulations, including amendments on few articles, such as salaries, tax levies, benefits, leave, travel expenses, etc.

The meeting recommended however, that these matters should be deliberated on in 2017 in connection with the Commission's work on the future organization of SEAFO.

#### **8. Approval of the proposed 2017 budget and 2018 forecast**

The Executive Secretary presented the proposed budget for 2017 and reported that the official inflation rate is 7%, based on the inflation figures released by the Bank of Namibia. Most of the votes were increased with 7% compared to the 2016 budget allocation, except where reflected in the corresponding budget. However, an amount of 80 thousand Namibian Dollars were included in the Budget based on requests from the Scientific Committee and the Compliance Committee, respectively.

The secretariat was tasked by the committee to look into formalizing the position of the casual employee.

The committee approved the Budget for 2017 with the inclusion of the 80 thousand NMD (Annex 2).

#### **9. Contributions by Parties**

Contributions by parties were calculated based on the formula adopted in 2009 (Annex 3).

#### **10. Compile Contract for Executive Secretary**

The meeting took note of the existing contract and recommends that it albeit with some minor amendments, be used as basis for the next contract for Executive Secretary.

#### **11. Any other matters**

No other matters were raised.

#### **12. Election of Chair and Vice-Chair person**

The committee agreed Norway and Japan continue to serve as Chair and Vice-Chair for another year.

#### **13. Adoption of the SCAF report**

The Committee reviewed and adopted the report.

#### **14. Venue and date of next meeting**

The Committee noted that the date and venue of the next meeting will be decided by the Commission.

#### **15. Closure of meeting**

The Chairperson closed the meeting on 2 December 2016 in good faith at 10:30.

## ANNEX 1

### LIST OF DELEGATES

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## Annex 2

Budget line	Activity description	Allocation	Provisional Allocation	% increase	Forecast
		2016	2017		2018
<b>Staff Costs</b>					
4400/001	Salaries Paid Cash	2 075 589,63	<u>2 220 880,90</u>	7,00	2 467 398,68
4400/002	P.A.Y.E.	347 668,50	<u>327 350,62</u>	-5,84	350 265,16
4400/003	Social Security	3 888,00	3 888,00	0,00	3 888,00
	<b>Sub Total</b>	<b>2 427 146,13</b>	<b>2 552 119,52</b>	5,15	<b>2 821 551,84</b>
4410/004	Car Allowance	27 927,81	29 882,76	7,00	31 974,55
	<b>Total</b>	<b>2 455 073,94</b>	<b>2 582 002,28</b>	<b>5,17</b>	<b>2 853 526,40</b>
<b>Temporary Staffing</b>					
3100/000	Consultant	0,00	0,00	0,00	0,00
4700/000	Wages - Casual	50 519,04	<u>54 055,37</u>	7,00	57 839,25
	<b>Total</b>	<b>50 519,04</b>	<b>54 055,37</b>	<b>7,00</b>	<b>57 839,25</b>
<b>Employee Benefits</b>					
9400/001	Installation Grant	<u>61 118,53</u>	<u>61 118,53</u>		61 118,53
9400/002	Removal Expenses	<u>29 133,58</u>	<u>29 133,58</u>		29 133,58
9400/003	Repatriation Removal Expenses	<u>91 429,85</u>	<u>91 429,85</u>		91 429,85
9400/004	Repatriation Allowance	<u>0,00</u>	<u>0,00</u>		74 108,00
9400/005	Home Leave - Travel	<u>35 766,12</u>	<u>35 766,12</u>		35 766,12
9400/006	External Travel	<u>15 651,55</u>	<u>15 651,55</u>		15 651,55
9400/007	Leave Pay Provision	<u>86 161,01</u>	<u>86 161,01</u>		86 161,01
9400/008	Severance Pay Provision	<u>211 927,58</u>	<u>211 927,58</u>		211 927,58
9400/009	Mortality Allowance	<u>218 811,78</u>	<u>218 811,78</u>		218 811,78
	<b>Total</b>	<b>750 000,00</b>	<b>750 000,00</b>		<b>824 108,00</b>
<b>Operational Expenses</b>					
3000/000	Accounting Fees	51 621,15	55 750,84	8,00	59 653,40
3050/000	Advertising & Promotions	15 015,00	16 066,05	7,00	17 190,67
3200/000	Bank Charges	15 246,00	16 313,22	7,00	17 455,15
3330/000	Overtime	5 775,00	6 179,25	7,00	6 611,80
3355/000	Contingency	10 279,50	10 999,07	7,00	10 999,07
3400/000	Courier & Postage	2 310,00	2 471,70	7,00	2 471,70
3700/000	Entertainment	7 507,50	8 033,03	7,00	8 595,34
3850/000	Insurance	20 443,50	21 874,55	7,00	23 405,76
4200/000	Stationary	10 279,50	10 999,07	7,00	11 769,00
4500/000	Office expenses	6 733,65	7 205,01	7,00	7 709,36
6300/010	Office Equipment	42 500,00	20 000,00	-52,94	21 400,00
	<b>Total</b>	<b>187 710,80</b>	<b>175 891,77</b>	<b>-6,30</b>	<b>187 261,24</b>
<b>Computer Services</b>					
3300/000	Services	3 811,50	4 078,31	7,00	4 363,79
3301/000	Software	34 650,00	37 075,50	7,00	39 670,79
3302/000	Internet lease Line	57 750,00	61 792,50	7,00	66 117,98
3303/000	Web Services	25 900,00	29 785,00	15,00	31 869,95
6250/010	Hardware	25 000,00	25 000,00	0,00	26 750,00
	<b>Total</b>	<b>147 111,50</b>	<b>157 731,31</b>	<b>7,22</b>	<b>168 772,50</b>
<b>Fisheries Monitoring</b>					
3304/000	VMS - Related Costs	2 750,00	0,00		0,00
	<b>Total</b>	<b>2 750,00</b>	<b>0,00</b>		<b>0,00</b>
<b>Training Secretariat Support</b>					

3320/000	Training	27 830,00	27 830,00	0,00	27 830,00
	<b>Total</b>	<b>27 830,00</b>	<b>27 830,00</b>	<b>0,00</b>	<b>27 830,00</b>
<b>Performance Review</b>					
3150/000	Perf. Review	150 000,00	0,00		0,00
	<b>Total</b>	<b>150 000,00</b>	<b>0,00</b>		<b>0,00</b>
<b>Printing</b>					
4051/000	Reports and Translation	62 370,00	66 735,90	7,00	71 407,41
4050/000	Printing	17 556,00	18 784,92	7,00	20 099,86
	<b>Total</b>	<b>79 926,00</b>	<b>85 520,82</b>	<b>7,00</b>	<b>91 507,28</b>
<b>Communication</b>					
4310/000	Rental & Maintenance Switchboard	15 246,00	16 313,22	7,00	17 455,15
4315/000	Maintenance Copier/Fax	11 896,50	12 729,26	7,00	13 620,30
4600/000	Telephone and Fax	78 078,00	83 543,46	7,00	89 391,50
	<b>Total</b>	<b>105 220,50</b>	<b>112 585,94</b>	<b>7,00</b>	<b>120 466,95</b>
<b>Meetings and Conferences</b>					
4070/000	Meetings & Conferences	379 335,00	405 888,45	7,00	434 300,64
4070/001	Meetings Flights	0,00	75 000,00	0,00	80 250,00
4070/002	Meetings Accommodation	133 100,00	142 417,00	7,00	152 386,19
4070/003	Meetings Road	23 100,00	24 717,00	7,00	26 447,19
	<b>Total</b>	<b>535 535,00</b>	<b>648 022,45</b>	<b>21,00</b>	<b>693 384,02</b>
<b>Scientific Committee Support</b>					
4090/000	SC support	80 000,00	50 000,00		0,00
	Compliance support		30 000,00		
	<b>Total</b>	<b>80 000,00</b>	<b>80 000,00</b>		<b>0,00</b>
<b>Other Travel</b>					
4650/000	Travel Flights	243 155,00	200 175,00	-17,68	214 187,25
4651/000	Travel Accommodation	152 900,00	225 000,00	47,16	240 750,00
4652/000	Travel Road	56 364,00	60 309,48	7,00	64 531,14
	<b>Total</b>	<b>452 419,00</b>	<b>485 484,48</b>	<b>7,31</b>	<b>519 468,39</b>
<b>Petty Cash</b>					
8300/000	Petty cash	9 586,50	10 257,56	7,00	10 975,58
	<b>Total</b>	<b>9 586,50</b>	<b>10 257,56</b>	<b>7,00</b>	<b>10 975,58</b>
<b>TOTAL EXPENDITURE</b>		<b>5 033 682,28</b>	<b>5 169 381,97</b>	<b>2,70</b>	<b>5 555 139,61</b>

### Annex 3

**Budget**  
5 169 81,97

30% Countries sharing equal							
221 544,94							
60% shared on GDP							
3 101 629,18							
75% Developed Countries (EU, Japan, Korea, Norway)							
581 555,47							
25% Developing Countries (Angola, Namibia, South Africa)							
258 469,10							
10% Active Fishing Countries (Japan, Korea, Namibia)							
172 312,73							
<b>Angola</b>	<b>EU</b>	<b>Japan</b>	<b>Korea</b>	<b>Namibia</b>	<b>Norway</b>	<b>South Africa</b>	
480 014,04	803 100,41	975 413,14	975 13,14	652 26,77	803 00,41	480 014,04	
<b>2016 Contributions</b>							
454 640,36	782 924,70	957 481,93	866223,89	697 25,17	797 55,42	467 600,55	
<b>2016 Payment received</b>							
-	782 924,70	978 173,98	873 67,52	-	821238,13	467 600,55	
<b>Over (+), under payments (-) and arrears (-)</b>							
<b>Angola</b>	<b>EU</b>	<b>Japan</b>	<b>Korea</b>	<b>Namibia</b>	<b>Norway</b>	<b>South Africa</b>	
454 640,36	-	(20 692,05)	(7 43,63)	697225,17	(23 82,71)	-	
<b>Finale 2017 Contribution after reconciliation for over and under payments and arrears.</b>							
Angola	EU	Japan	Korea	Namibia	Norway	South Africa	
934 654,40	803 100,41	954 721,09	968 69,51	1 349 51,94	779 17,70	480 014,04	

**Budget** 5 169 381,97