



The Secretariat

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South East Atlantic Fisheries Organisation (SEAFO)

PROVISIONAL ANNOTATED AGENDA FOR THE 9TH STANDING COMMITTEE ON ADMINISTRATION AND FINANCE (SCAF) MEETING - 2017

CHAIR: Mr. K Bjørklund (Norway 2017)

VICE-CHAIR: Mr. Ryo Omori (Japan 2017)

Venue: Strand Hotel, Swakopmund

Date: 29 November 2017

1. Opening of the meeting

The Chair Mr. K Bjørklund 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/00/2017](#), [DOC/SCAF/01/2017](#) & [DOC/SCAF/02/2017](#)).

4. Introduction of Parties' Delegations

The Heads of Delegations will introduce their members to the committee (Annexure 1).

5. Presentation of the 2016 Audit Report

Ansie Rossouw of PricewaterhouseCoopers will present the 2016 audit report ([DOC/SCAF/03/2017](#)) and the Report to Management ([DOC/SCAF/04/2017](#)). 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/05/2017](#)) covering the period from January 2017 to September 2017. The Committee will discuss and make decisions where required on matters emanating from the Executive Secretary's Report.

7. Approval of the Provisional 2018 Budget and 2019 forecast Budget

The Executive Secretary will present the provisional 2018 and the 2019 forecast budgets ([DOC/SCAF/06/2017](#) & [DOC/SCAF/07/2017](#)). The Committee will discuss/amend and approve the 2018 budget.

8. Contributions by Parties

The Committee shall take note of the contribution allocation to the various Contracting Parties ([DOC/SCAF/08/2017](#)).

9. Any other matters

The Committee will discuss appointment of auditors (APPENDIX IV) ([DOC/SCAF/09/2017](#)) and any other matter of interest that was not previously included in the agenda.

10. Election of Chair & Vice-chairperson

The Chairperson shall in succession be Members of the Commission in the order of their names arranged alphabetically in the English language. The position of Vice-Chairperson shall be taken up by the Member of the Commission that succeeds the Member of the Commission that provides the Chairperson in the order of names arranged alphabetical in the English language. However, should a Contracting Party, due to force majeure circumstances, not be able to fulfil the chairmanship, the Contracting Party that follows the current Contracting Party alphabetically shall assume the role of chairperson. The party who has missed its term shall not be absolved of its duties. The Chairperson and Vice- Chairperson, each of whom shall serve for a term of two years and shall be eligible for re-election for one additional term. The Chairperson and Vice-Chairperson shall not be representatives of the same Contracting Party.

11. Adoption of the SCAF Report

The Committee will review and adopt the report which will be presented by the Chair to the Commission.

12. Venue and date of next meeting

The Committee will agree on the date and place of the next meeting.

13. Closure of meetings

The Chair will declare the closure of the Meeting after all items have been concluded.