



SOUTH EAST ATLANTIC FISHERIES ORGANISATION

REPORT OF THE 12TH ANNUAL MEETING OF THE STANDING COMMITTEE
ON ADMINISTRATION AND FINANCE (SCAF) - 2020

23 – 26 November 2020

By Correspondence

The Secretariat

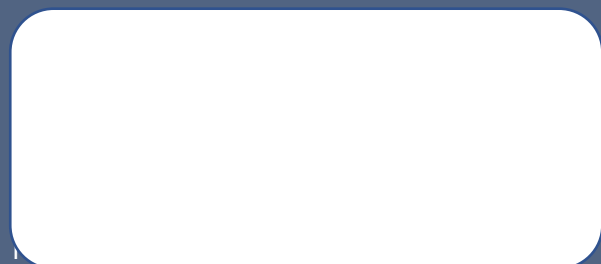
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Chairperson of SEAFO Standing Committee on
Administration and Finance

Me. Graça D'Almeida (NAMIBIA)

Email: graca.d'almeida@mfmr.gov.na

REPORT OF THE 12TH ANNUAL MEETING OF THE STANDING COMMITTEE ON ADMINISTRATION AND FINANCE (SCAF)

By Correspondence 23 – 26 November 2020

1. Opening of the meeting

The 12th Annual Meeting of the SEAFO Standing Committee on Administration and Finance (SCAF) was convened via correspondence and opened by the Chairperson, Me. Graça D'Almeida (NAMIBIA) at 11:30 (GMT+2) on 23rd November 2020.

The Chairperson opened the meeting by distributing a letter by email in which she explains how each agenda point will be addressed during the meeting.

2. Appointment of Rapporteur

The Secretariat was confirmed as rapporteur.

3. Adoption of agenda and meeting arrangements

The agenda was reviewed and adopted with no amendments ([Appendix I](#)).

The Chairperson explained that the meeting will mainly be conducted by email but also by use of Google Docs where possible. She emphasised that feedback from all Parties are important and especially when adopting the Parties' contribution for 2021.

4. Introduction of Parties' Delegations

The list of attendance can be seen in ([Appendix II](#)).

5. Presentation of the 2019 Audit Report

The 2019 audit report ([DOC/SCAF/03/2020](#)) and the Report to Management from the Auditors ([DOC/SCAF/04/2020](#)) were available for comments from participants

SCAF noted the auditor's opinion that the financial statements present fairly, in all material respects, the financial position of SEAFO as at 31 December 2019, and its financial performance and cash flows for the year then ended in accordance with the basis of accounting. The auditors further reported that the audit evidence they have obtained is enough and appropriate to provide a basis for their opinion.

The auditor's Report for Management contained no comments from the auditors.

ACTION: The Audited Financial Statements for the 2019 financial year was endorsed by the SCAF and recommends to the Commission to approve it.

6. Presentation of the Executive Secretary's Report on Administration and Finance

The Executive Secretary's report on Administration and Finance ([DOC/SCAF/05/2020](#)) covering the period from January 2020 to end of September 2020 was available for questions and comments by participants.

The Executive Secretary reported that only three Contracting Parties made their contributions at the time of the compilation of the 2020 report. The ES informed the meeting that part of the outstanding contribution of Namibia was received after the compilation of the report. The other outstanding Contracting Parties confirmed that their payments will be done soonest and before the end of January 2021.

SCAF expressed satisfaction with the report presented by the Secretariat

7. Approval of the 2020 Provisional Budget and 2021 forecast Budget

The 2021 provisional and the forecast budget for 2022 and the explanatory notes ([DOC/SCAF/07/2020](#)) & ([DOC/SCAF/06/2020](#)) was available for participants for questions and comments.

The overall proposed budget for 2021 ([Appendix III](#)) is N\$ 3,957,541.52, which is a 4.86 % decrease from the allocated budget for 2020 of N\$ 4,159,831.23

ACTION: The SCAF agreed to propose the budget to the Commission for approval.

8. Contributions by Parties

Contributions by parties were calculated based on the formula adopted in 2009 ([Appendix V](#)).

ACTION: The SCAF agreed to propose the Contributions to the Commission for approval.

9. Adoption of the SCAF Report


SCAF reviewed and adopted the report to be presented by the Chair to the Commission.

10. Closure of meetings

The Chairperson closed the meeting at 09:30 on 26th Nov 2020. She thanked the delegates for their support and cooperation.

APPENDIX I: List of Documents and Agenda of the 12th Standing Committee on Administration and Finance

DOC/SCAF/00/2020

	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)

LIST OF DOCUMENTS FOR 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

Document Ref. Number	Agenda Item	Document Title	Provider	Availability of Document
DOC/SCAF/00/2020	All	List of Documents	Secretariat	Available before meeting
DOC/SCAF/01/2020	All	Provisional Agenda of the 12 th Meeting of SCAF	Secretariat	Available before meeting
DOC/SCAF/02/2020	All	Provisional Annotated Agenda of the 12 th Meeting of SCAF	Secretariat	Available before meeting
DOC/SCAF/03/2020	5	Annual Financial Statements 2019	Auditors/Secretariat	Available before meeting
DOC/SCAF/04/2020	5	Auditors' Management Letter 2019	Auditors/Secretariat	Available before meeting
DOC/SCAF/05/2020	6	Executive Secretary's Report on Administration & Finance	Secretariat	Available before meeting
DOC/SCAF/06/2020	7	Provisional 2021 & 2022 forecast budget	Secretariat	Available before meeting
DOC/SCAF/07/2020	7	Provisional 2021 & 2022 forecast budget explanatory notes	Secretariat	Available before meeting
DOC/SCAF/08/2020	8	Contribution of Contacting Parties	Secretariat	Available before meeting

DOC/SCAF/01/2020



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**PROVISIONAL AGENDA FOR THE 12TH ANNUAL MEETING OF THE SEAFO
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

Item	Agenda Item	Working Document
1	Opening of Meeting by Chairperson	
2	Appointment of Rapporteur	
3	Adoption of Agenda and Meeting Arrangements	DOC/SCAF/00/2020 DOC/SCAF/01/2020 DOC/SCAF/02/2020
4	Introduction of Delegations	
5	Presentation of the 2019 Audit Report	DOC/SCAF/03/2020 DOC/SCAF/04/2020
6	Presentation of the Executive Secretary's Report on Administration & Finance	DOC/SCAF/05/2020
7	Approval of 2021 Provisional & 2022 Forecast Budget	DOC/SCAF/06/2020 DOC/SCAF/07/2020
8	Contribution by Contracting Parties	DOC/SCAF/08/2020
9	Adoption of the 2020 Standing Committee on Admin & Finance Report	
10	Closure of meeting	

DOC/SCAF/02/2020



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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.

DOC/SCAF/02/2020

- 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.

APPENDIX II: List of Participants**CHAIRPERSON****Graca B. D'ALMEIDA**

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Appendix III: Provisional 2021 and 2022 Forecasted Budget

PROVISIONAL 2021 BUDGET and 2022 FORECAST BUDGET

Vote	Description	Approved Budget 2020	Actual 2019	Estimated Expenditures 2020	Provisional Budget 2021	Change %	Forecast Budget 2022	Change %
Communication								
4310/000	Rental & Maint - Switchboard	13,012.08	11,829.16	11,968.20	13,012.08	0%	13,922.93	7%
4315/000	Rental & Maint - Copier/Fax	16,425.40	16,806.77	9,372.97	16,425.40	0%	17,575.18	7%
4600/000	Telephone and Fax	7,000.00	5,744.83	4,794.68	7,000.00	0%	7,490.00	7%
		36,437.48	34,380.76	26,135.85	36,437.48	0%	38,988.10	7%
Computer Services								
3300/000	Computer Expenses	10,000.00	1,627.61	3,931.74	10,000.00	0%	10,700.00	7%
3307/000	Maintenance and Support	10,000.00	880.74	-	10,000.00	0%	10,700.00	7%
3301/000	Software Upgrades	8,500.00	7,704.84	4,780.00	8,500.00	0%	9,095.00	7%
3302/000	Internet lease Line	30,807.01	21,095.60	20,681.10	30,807.01	0%	32,963.50	7%
3303/000	Website Hosting & Support	170,000.00	95,478.70	132,699.47	170,000.00	0%	181,900.00	7%
3305/000	Cloud services	10,000.00	7,301.27	8,493.79	10,000.00	0%	10,700.00	7%
6250/010	Hardware	76,000.00	45,997.96	-	15,000.00	-80%	40,000.00	0%
		315,307.01	180,086.72	170,586.10	254,307.01	-19%	296,058.50	16%
Meetings & Conferences								
4070/000	Meetings Venue	396,584.32	247,255.47	732.61	396,584.32	0%	424,345.22	7%
4070/001	Meetings Flights	-	-	-	-	0%	-	0%
4070/002	Meetings Accommodation	-	-	-	-	0%	-	0%
4070/003	Meetings Road	-	-	-	-	0%	-	0%
4070/004	Meeting Assistance	95,000.00	93,913.03	-	95,000.00	0%	101,650.00	7%
		491,584.32	341,168.50	732.61	491,584.32	0%	525,995.22	7%
Operational Expenses								
3000/000	Accounting Fees	175,531.40	159,574.00	175,531.40	179,568.62	2.3%	183,698.70	2.3%
3050/000	Advertising & Promotions	10,000.00	397.49	-	5,000.00	-50%	5,350.00	7%
3200/000	Bank Charges	23,550.25	31,908.51	7,591.11	23,550.25	0%	25,198.77	7%
3355/000	Contingency	10,000.00	-	-	10,000.00	0%	10,700.00	7%
3400/000	Courier & Postage	7,789.20	2,612.13	2,748.33	7,789.20	0%	8,334.44	7%
3700/000	Entertainment	8,033.03	6,105.00	-	8,033.03	0%	8,595.34	7%
3850/000	Insurance	27,381.11	25,937.20	32,744.99	28,010.88	2.3%	28,655.13	2.3%
4000/000	Legal Fees	-	18,333.33	-	0.00	0%	0.00	0%
4200/000	Stationary	7,500.00	2,459.85	518.15	4,950.00	-34%	5,296.50	7%
4500/000	Office expenses	6,420.00	5,042.74	329.90	6,420.00	0%	6,869.40	7%
6300/010	Office Equipment @ cost	-	-	8,221.74	0.00	0%	-	0%
		276,204.99	252,370.25	227,685.62	273,321.98	-1%	282,698.28	3%
Other Travel								
4650/000	Travel Flights	133,750.00	40,951.88	35,126.99	133,750.00	0%	143,112.50	7%
4651/000	Travel Accommodation	219,350.00	177,006.52	32,242.31	219,350.00	0%	234,704.50	7%
4652/000	Travel Road	15,000.00	6,190.30	4,096.70	15,000.00	0%	16,050.00	7%
		368,100.00	224,148.70	71,466.00	368,100.00	0%	393,867.00	7%

Vote	Description	Approved Budget 2020	Actual 2019	Estimated Expenditures 2020	Provisional Budget 2021	Increase %	Forecast Budget 2022	Increase %
Performance Review								
3150/000	Performance Review	-	-	-	-	0%	343,837.76	0%
		-	-	-	-	0%	343,837.76	0%
Printing & Translations								
4051/000	Report & Translations	80,250.00	70,025.00	8,918.25	50,000.00	-38%	53,500.00	7%
4050/000	Printing	2,000.00	646.00	-	2,000.00	0%	2,140.00	7%
		82,250.00	70,671.00	8,918.25	52,000.00	-37%	55,640.00	7%
Provisions for future expenses								
9400/000	Employee Benefit Reserve	420,012.97	-	420,012.97	260,256.41	-38%	229,757.39	-12%
	Scientific Committee	-	-	-	-	0%	-	0%
		420,012.97	-	420,012.97	260,256.41	-38%	229,757.39	-12%
Secretarial Training								
3320/000	Training	-	-	18,393.39	-	0%	-	0%
		-	-	18,393.39	-	0%	-	0%
Staff Remuneration								
4400/001	Salaries Paid Cash	1,524,672.81	1,454,168.15	1,524,672.92	1,557,451.55	2.1%	1,590,953.34	2.2%
4400/002	P.A.Y.E.	592,343.28	548,315.75	592,343.24	610,066.63	3.0%	628,181.65	3.0%
4400/003	Social Security Contribution	1,944.00	5,271.29	3,888.00	1,944.00	0%	1,944.00	0.0%
4400/003	Workmen's Compensation	600.00	-	600.00	600.00	0%	600.00	0.0%
4410/001	Car Allowance	35,854.90	34,212.72	35,854.90	36,607.86	2.1%	37,376.62	2.1%
		2,155,414.99	2,041,967.91	2,157,359.06	2,206,670.04	2.4%	2,259,055.61	2.4%
Temporary Staffing								
4700/000	Wages - Casual	14,288.35	10,665.38	6,723.38	14,616.98	2.3%	14,953.17	2.3%
	Social Security Contribution	231.12	188.85	231.12	247.30	7%	264.61	7%
		14,519.47	10,854.23	6,954.50	14,864.28	2%	15,217.78	2%
Total Budget		4,159,831.23	3,155,648.07	3,108,244.32	3,957,541.52	-4.86%	4,441,115.65	12%

Appendix IV: Contribution Calculations 2021

CONTRIBUTION CALCULATION ON PROVISIONAL BUDGET OF 2021

Provisional Budget 2021	3,957,541.52	Angola	EU	Japan	Korea	Namibia	Norway	South Africa
Contribution for 2021								
30% Countries sharing equal	1,187,262.45	169,608.92	169,608.92	169,608.92	169,608.92	169,608.92	169,608.92	169,608.92
60% shared on GDP	2,374,524.91							
75% Developed Countries (EU, Japan, Korea & Norway)			445,223.42	445,223.42	445,223.42		445,223.42	
25% Developing Countries (Angola, Namibia & South Africa)		197,877.08				197,877.08		197,877.08
10% Active Fishing Countries (EU, Japan & Namibia)	395,754.15		131,918.05	131,918.05		131,918.05		
	3,957,541.52	367,486.00	746,750.39	746,750.39	614,832.34	499,404.05	614,832.34	367,486.00
Balance at 28 September 2020								
Outstanding contribution for 2019	607,472.37					597,150.18	10,322.19	
Overpayment for 2019	53,315.38	18,790.18		23,575.35	10,949.85			
2020 Contribution to pay	4,159,831.21	386,270.04	646,259.49	854,251.06	646,259.49	594,261.60	646,259.49	386,270.04
Payment received during 2020	2,769,300.48		645,425.49	859,840.81		597,150.18	666,884.00	
Negative values indicates OVERPAYMENT	1,944,687.72	367,479.86	834.00	-29,165.10	635,309.64	594,261.60	-10,302.32	386,270.04
Final Contribution	5,902,229.24	734,965.86	747,584.39	717,585.29	1,250,141.98	1,093,665.65	604,530.02	753,756.04