



SOUTH EAST ATLANTIC FISHERIES ORGANISATION

REPORT OF THE 16TH ANNUAL MEETING OF THE STANDING COMMITTEE ON ADMINISTRATION AND FINANCE (SCAF) - 2024

26 November 2024
Alte Brücke Conference Centre
Swakopmund
NAMIBIA

The Secretariat

NatMIRC Bldg, Strand Street No. 1

Swakopmund, Namibia

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A handwritten signature in dark ink on a white rectangular background. The signature is cursive and appears to read 'W. Rooifontein'.

Mr. Wickness ROOIFONTEIN (Rep of South Africa)

Chairperson of SEAFO Standing Committee on
Administration and Finance

wrooifontein@dffe.gov.za

**REPORT OF THE 16TH ANNUAL MEETING OF THE STANDING COMMITTEE ON
ADMINISTRATION AND FINANCE (SCAF)**

26 November 2024

1. Opening of the meeting

The Chair, Mr. Wickness Rooifontein (South Africa) opened the meeting and welcomed all delegates and expressed his wishes for a productive and efficient meeting.

2. Appointment of Rapporteur

The Secretariat was appointed as rapporteur for the meeting.

3. Adoption of agenda and meeting arrangements

The agenda ([DOC/SCAF/01/2024](#)) was adopted after adding agenda 7.4 dealing with a request from the SC to transfer money between votes for the 2024 budget ([Appendix I](#)).

4. Introduction of Parties' Delegations

The Heads of Delegations introduced their members to SCAF ([Appendix II](#)).

5. Presentation of the 2023 Audit Report

The Executive Secretary (ES) presented the 2023 audit report ([DOC/SCAF/03/2024](#)) and the Report to Management from the Auditors ([DOC/SCAF/04/2024](#)).

SCAF accepted the auditor's opinion that the financial statements present fairly, in all material respects, the financial position of SEAFO as on 31 December 2023, and its financial performance and cash flows for the year then ended in accordance with the basis of accounting. SCAF also noted that the auditors further reported that the audit evidence they have obtained is sufficient and appropriate to provide a basis for their opinion.

SCAF further noted from the Annual Financial Statements that:

- The accumulated surplus decreased from N\$ 6,710,356 at the end of 2022 to N\$ 6,573,765 at the end of 2023.
- The operating expense increased by N\$ 511,538 from 2022 to N\$ 3,767,783.

The auditor's Report for Management included no recommendations for changes in the current financial management of SEAFO.

ACTION: SCAF agreed to recommend to the Commission to accept the Audited Annual Financial Statements for the 2023 financial year.

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

The Executive Secretary presented the report on Administration and Finance (**DOC/SCAF/05/2024**) covering the period from January to September 2024.

The Executive Secretary reported that all Contracting Party contributions were received at the time of the compilation of the report. Contracting Parties made underpayments and over payments, due to exchange rate fluctuations in USD.

An overview of the financial position of SEAFO was presented for the time period from 2005 to 2023. From this the Contracting Parties noted that the Net Worth of SEAFO increased over the past five years up to the end of 2022.

Projected cashflow statement shows that with cash equivalents and members' contribution expected, SEAFO will be able to cover all its financial commitments for 2025 with a remaining surplus of N\$ 6,503,992 (which excludes the employee benefit reserves and other reserves).

ACTION: SCAF noted the report by the ES on Finance and Administration.

7. Any other matters

7.1 Review of the 2016 Performance Review report relevant to SCAF

The ES prepared a document (DOC/SCAF/09/2024) which reviews the outstanding proposals from the 2016 relevant to SCAF for discussion as requested by the Commission in 2022.

SCAF discussed the six points presented in the report and agreed to have further discussions intersessionally during a virtual meeting to be arranged by the ES. CPs are requested to forward requests for specific information which will be needed for the discussion, to the ES in advance.

ACTION: ES to arrange a virtual meeting to discuss the outstanding issues.

7.2 Review of the Executive Secretary Contract

The ES prepared a draft employment contract for the new Executive Secretary to be reviewed since the contract of the current ES will end on the 31st of January 2025 (**DOC/SCAF/10/2024**).

ACTION: SCAF forward this matter to the Commission meeting.

7.3 Appointment of new Auditors

The Secretariat presented three proposals for new auditors to SCAF (**DOC/SCAF/11/2024**).

ACTION: SCAF recommends to the Commission to appoint PKF as the auditors for the next two year.

7.4 Transfer of money in 2024 Budget on SC request

The SC recommended that the SCAF approves the transfer of N\$18 081.55 from another budget line with money to the SC budget line, to cover the travelling cost of Dr. Romina Henriques to present the final results of the orange roughly genetic study during the 20th SEAFO SC meeting.

SCAF approved the transfer of money requested by the SC and emphasized that in future such transfer should be consulted well in advance.

ACTION: SCAF approved the SC request

8. Approval of the Provisional 2025 Budget and 2026 forecast Budget

The Executive Secretary presented an overview of the provisional 2024 and the 2025 forecast budgets ([DOC/SCAF/06/2024](#)) and the explanatory notes ([DOC/SCAF/07/2024](#)).

The SCAF accepted the proposed 5.07 % increase of the staff salaries to accommodate the inflation rate in Namibia which was noted to be an average for the period from September 2023 to August 2024.

The interest of NAD 621,416.73 received over the past 12 months (Sep 2023 to Aug 2024) on the Unit trust investment was deducted from the proposed budgets.

SCAF agreed to the budget for 2025 amounting to NAD 3,158,258.21 which is an increase of 7.3% of the 2024 budget.

The SCAF requested that in future details of expenses should be provided to the members in order to make informed decisions about the budget requests.

It was noted that the Explanatory notes for the Meetings and Conference vote has to be reviewed by the ES to distinguish better between Meeting venue and Meeting assistance expenses.

SCAF forwarded the proposal to provide assistance with traveling cost for developing states in order to attend SEAFO meetings, to the Commission.

ACTION: SCAF agreed to the provisional budget for 2024 of NAD 3,158,258.21 and the forecast budget for 2025 of NAD 3,504,194.14 ([Appendix III](#)) and recommends that the Commission approves the budget.

ACTION: SCAF forwarded the discussion to provide assistance with traveling cost for Developing States in order to attend SEAFO meetings, to the Commission.

9. Contributions by Parties

Contributions by Parties were calculated for the agreed budget amounting to NAD 3,158,258.21 ([Appendix IV](#)). SCAF agreed to the contributions for 2025 and recommends that the Commission approves the Contributions by Parties.

ACTION: SCAF agreed to the contributions for 2025 and recommends that the Commission approves the Contributions by Parties.

10. Election of Chair and Vice-Chair

South Africa was re-elected as Chair of SCAF and Angola as vice-chair for the period from 2025-2026.

11. Venue and date of next meeting

The next SCAF meeting will coincide with the next Commission meeting and will therefore be decided by the Commission.

12. Adoption of the 2024 SCAF Report

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

13. Closure of meetings

The Chairperson closed the meeting at 16:03 on the 26th of November 2024. He thanked the delegations for their contributions and the Secretariat for their contribution.

APPENDIX I: List of Documents and Agenda of the 16th SCAF Meeting

DOC/SCAF/00/2024

	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 16th ANNUAL MEETING OF THE STANDING COMMITTEE
on ADMINISTRATION & FINANCE (SCAF) - 2024**

CHAIRPERSON: Mr. W ROOIFONTEIN (Rep. SA 2023 - 2024)**VENUE:** Alte Brücke
Conference Centre,
Swakopmund, NAMIBIA**VICE-CHAIR:** (ANGOLA 2023 – 2024)**DATE:** 26 Nov 2024

Document Ref. Number	Agenda Item	Document Title	Provider	Availability of Document
DOC/SCAF/00/2024	All	List of Documents	Secretariat	Before meeting
DOC/SCAF/01/2024	All	Provisional Agenda of the 16 th Meeting of SCAF	Secretariat	Before meeting
DOC/SCAF/02/2024	All	Provisional Annotated Agenda of the 16 th Meeting of SCAF	Secretariat	Before meeting
DOC/SCAF/03/2024	5	Audited Annual Financial Statements for 2023	Auditors/Secretariat	Before meeting
DOC/SCAF/04/2024	5	Auditors' Management Letter	Auditors/Secretariat	Before meeting
DOC/SCAF/05/2024	6	Executive Secretary's Report on Administration & Finance	Secretariat	Before meeting
DOC/SCAF/06/2024	8	Provisional 2025 & 2026 forecast budget	Secretariat	Before meeting
DOC/SCAF/07/2024	8	Provisional 2025 & 2026 forecast budget explanatory notes	Secretariat	Before meeting
DOC/SCAF/08/2024	9	Contribution of Contracting Parties	Secretariat	Before meeting
DOC/SCAF/09/2024	7.1	Review of the 2016 Performance Review report relevant to SCAF	Secretariat	Before meeting
DOC/SCAF/10/2024	7.2	Executive Secretary Contract	Secretariat	Before meeting
DOC/SCAF/11/2024	7.3	Proposals for Auditor Appointment	Secretariat	Before meeting

DOC/SCAF/01/2024



The Secretariat

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South East Atlantic Fisheries Organisation (SEAFO)

**PROVISIONAL AGENDA FOR THE 16TH ANNUAL MEETING OF THE STANDING
COMMITTEE ON ADMINISTRATION & FINANCE (SCAF) – 2024**

CHAIRPERSON: Mr. W ROOIFONTEIN (Rep. SA 2023 - 2024)**VENUE:** Alte Brücke
Conference Centre,
Swakopmund, NAMIBIA**VICE-CHAIR:** (ANGOLA 2023 – 2024)**DATE:** 26 Nov 2024

Item	Agenda Item	Working Document
1	Opening of meeting by Chairperson	
2	Appointment of rapporteur	
3	Adoption of Agenda and meeting arrangements	DOC/SCAF/00/2024 DOC/SCAF/01/2024 DOC/SCAF/02/2024
4	Introduction of Delegations	
5	Presentation of the 2023 Audit Report	DOC/SCAF/03/2024 DOC/SCAF/04/2024
6	Presentation of the Executive Secretary's Report on Administration & Finance	DOC/SCAF/05/2024
7	Any other matters	
	7.1 Review of the 2016 Performance Review report relevant to SCAF	DOC/SCAF/09/2024
	7.2 Review of Executive Secretary Contract	DOC/SCAF/10/2024
	7.3 Appointment of new Auditors	DOC/SCAF/11/2024
8	Approval of 2025 Provisional & 2026 forecast Budget	DOC/SCAF/06/2024 DOC/SCAF/07/2024
9	Contribution by Contracting Parties	DOC/SCAF/08/2024
10	Election of Chair and Vice-chair	
11	Venue & Date of next meeting	
12	Adoption of the 2024 Standing Committee on Admin & Finance Report	
13	Closure of meeting	

DOC/SCAF/02/2024

	<p>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</p>
South East Atlantic Fisheries Organisation (SEAFO)	

**PROVISIONAL ANNOTATED AGENDA FOR THE 16TH ANNUAL MEETING OF THE
STANDING COMMITTEE ON ADMINISTRATION & FINANCE (SCAF) – 2024**

CHAIRPERSON: Mr. W ROOIFONTEIN (Rep. SA 2023 - 2024)

VENUE: Alte Brücke
Conference Centre,
Swakopmund, NAMIBIA

VICE-CHAIR: (ANGOLA 2023 – 2024)

DATE: 26 Nov 2024

NR	AGENDA ITEM	DESCRIPTION
1	Opening of the meeting	The Chair will open the meeting and welcome all present
2	Appointment of Rapporteur	The Chair will ensure the appointment of a rapporteur to draft the SCAF meeting Report
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/00/2024 ; DOC/SCAF/01/2024 ; DOC/SCAF/02/2024
4	Introduction of Parties' Delegations	The Heads of Delegations will introduce their members to the Committee
5	Presentation of the 2023 Audit Report	The Executive Secretary will present the 2023 Financial Year audit report and the Report to Management from the Auditors. The Committee will take note of the report and make recommendations to the Commission DOC/SCAF/03/2024 ; DOC/SCAF/04/2024
6	Presentation of the Executive Secretary's Report on Administration and Finance	The Executive Secretary will present the report on Administration and Finance covering the period from January 2024 to September 2024. The Committee will discuss and make decisions as required on matters emanating from this Report DOC/SCAF/05/2024
7	Any other matters	Any other matters will be discussed 7.1 Review of the 2016 Performance Review report relevant to SCAF (Standing over from 2023). Stand over from the 2023 SCAF meeting to have a look at recommendations from the PR that are relevant for implementation DOC/SCAF/09/2024

DOC/SCAF/02/2024

		7.2 Review of ES Contract. The newly appointed ES contract to be reviewed by SCAF DOC/SCAF/10/2024
		7.3 Appointment of Auditors. Proposals from new auditors for selection of new Auditors DOC/SCAF/11/2024
8	Approval of the Provisional 2025 Budget and 2026 Forecast Budget	The executive Secretary will present the Provisional 2025 and Forecast Budget for 2026 as well as the explanatory notes prepared for the meeting. The Committee will discuss/amend and approve the 2025 Budget to recommend to the Commission for approval
DOC/SCAF/06/2024 ; DOC/SCAF/07/2024		
9	Contribution by Parties	The Committee shall take note of the contribution allocation of the various Contracting Parties on the proposed 2025 Budget and recommend to the Commission for approval
DOC/SCAF/08/2024		
10	Election of Chair and Vice-Chair	The Committee will Elect a new Chair and Vice-chair OR reconfirm the current Chairs for another two-year period according to the Alphabetical listing of Contracting parties ANGOLA EU JAPAN KOREA NAMIBIA SOUTH AFRICA
11	Venue and date of next meeting	The Committee will discuss the date and place of the next meeting which will coincide with the 2025 Commission meeting
12	Adoption of the SCAF Report	The Committee will review and adopt the 2024 SCAF Meeting report which will be presented by the SCAF Chair to the Commission
13	Closure of meeting	The Chair will declare the closure of the meeting after all items have been concluded

APPENDIX II: List of Participants**CHAIRPERSON****Wickness ROOIFONTEIN (South Africa)**

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Appendix III: Provisional 2025 and 2026 Forecasted Budget
(DOC/SCAF/06/2024)

DOC/SCAF/06/2024								
PROVISIONAL 2025 BUDGET and 2026 FORECAST BUDGET								
Inflation Rate 5.06% (average for 2024)								
	Description	Approved Budget 2024	Actual 2023	Estimated Expenditures Jan-Dec 2024	Provisional Budget 2025	Change %	Forecast Budget 2026	Change %
Communication								
4310/000	Rental & Maint - Switchboard	13,000.00	12,375.00	12,522.96	13,400.00	3.1%	14,070.00	5.0%
4315/000	Rental & Maint - Copier/Fax	8,547.60	6,933.25	7,338.17	8,550.00	0.0%	8,977.50	5.0%
4600/000	Telephone and Fax	8,940.00	6,852.16	6,092.33	7,000.00	-21.7%	7,350.00	5.0%
		30,487.60	26,160.41	25,953.46	28,950.00	-5.0%	30,397.50	5.0%
Computer Services								
3300/000	Computer Expenses	8,000.00	8,244.30	8,000.00	8,000.00	0.0%	8,400.00	5.0%
3307/000	Maintenance and Support	13,000.00	1,798.91	13,000.00	13,650.00	5.0%	14,332.50	5.0%
3301/000	Software Upgrades	8,000.00	7,598.83	8,000.00	8,500.00	6.3%	8,925.00	5.0%
3302/000	Internet lease Line	19,500.00	18,190.72	17,679.33	18,600.00	-4.6%	19,530.00	5.0%
3303/000	Website Hosting & Support	185,000.00	179,826.42	185,000.00	194,300.00	5.0%	204,015.00	5.0%
		<i>*20,671.36</i>		<i>*20,671.36</i>			-	
3305/000	Cloud services	11,000.00	10,493.00	11,000.00	11,500.00	4.5%	12,075.00	5.0%
6250/010	Hardware/Equipment	<i>*29,032.34</i>	<i>*30,267.98</i>		<i>*49,727.84</i>		30,000.00	
	<i>* Provision from previous years</i>	244,500.00	226,152.18	242,679.33	254,550.00	4.1%	297,277.50	16.8%
Meetings & Conferences								
4070/000	Meetings Venue	250,000.00	34,921.60	250,000.00	50,000.00	-80.0%	350,000.00	600.0%
4070/001	Meetings Flights	<i>*68,726.10</i>		<i>*68,726.10</i>	-			
4070/002	Meetings Accommodation			-	-			
4070/003	Meetings Road			-	-			
4070/004	Meeting Assistance	<i>*34,802.78</i>	105,140.93	<i>*34,802.78</i>	100,000.00		40,000.00	
	<i>* Provision from previous years</i>	250,000.00	140,062.53	250,000.00	150,000.00	-40.0%	390,000.00	160.0%
Operational Expenses								
3000/000	Accounting Fees	<i>*100,118.62</i>	36,225.00	<i>*36,218.43</i>	<i>*68,900.19</i>		10,000.00	
3050/000	Advertising & Promotions	5,312.20	5,312.20	5,728.00	5,600.00	5.4%	5,900.00	5.4%
3200/000	Bank Charges	10,000.00	8,387.94	13,773.10	14,000.00	40.0%	14,700.00	5.0%
3355/000	Contingency	3,000.00			3,000.00	0.0%	3,000.00	0.0%
3400/000	Courier & Postage	4,000.00	2,551.03	1,500.00	2,500.00	-37.5%	2,625.00	5.0%
3850/000	Insurance	22,000.00	21,447.99	19,800.00	18,000.00	-18.2%	18,900.00	5.0%
3700/000	Entertainment						-	
4200/000	Stationary	3,500.00	1,728.73	3,500.00	3,500.00	0.0%	3,675.00	5.0%
4500/000	Office expenses	5,000.00	5,900.84	5,985.00	6,500.00	30.0%	6,825.00	5.0%
6300/010	Office Equipment @ cost	<i>*27,982.46</i>	5,647.78	<i>*6,000.00</i>	<i>*21,982.46</i>		20,000.00	
	<i>* Provision from previous years</i>	52,812.20	87,201.51	50,286.10	53,100.00	0.5%	85,625.00	61.3%
Other Travel								
4650/000	Travel Flights	120,000.00	120,000.00	91,283.24	120,000.00	0.0%	126,000.00	5.0%
			<i>*11,546.51</i>					
4651/000	Travel Accommodation	120,000.00	150,514.89	161,151.71	160,000.00	33.3%	168,000.00	5.0%
			<i>*35,000.00</i>				-	
4652/000	Travel Road	6,000.00	351.00	1,000.00	6,000.00	0.0%	6,300.00	5.0%
		246,000.00	270,865.89	253,434.95	286,000.00	16.3%	300,300.00	5.0%

Vote	Description	Approved Budget 2024	Actual 2023	Estimated Expenditures Jan-Dec 2024	Provisional Budget 2025	Change %	Forecast Budget 2024	Change %
Performance Review								
3150/000	Performance Review	-	-	-	-	0.0%	-	0.0%
		-	-	-	-	0.0%	-	0.0%
Printing & Translations								
4051/000	Report & Translations	36,000.00	23,032.00	36,000.00	37,500.00	4.2%	39,375.00	5.0%
4050/000	Printing	2,000.00		2,000.00	2,000.00	0.0%	2,100.00	5.0%
		38,000.00	23,032.00	38,000.00	39,500.00	3.9%	41,475.00	5.0%
Employee Benefit Reserve								
9400/000	Employee Benefit Reserve	219,334.02	143,095.78	219,334.02	369,599.81	68.5%	127,599.81	-65.5%
		219,334.02	143,095.78	219,334.02	369,599.81	68.5%	127,599.81	-65.5%
Secretariat Training								
3320/000	Training	*36,431.19		*33,535.25	35,000.00		35,000.00	
	* Provision from previous years		-		35,000.00		35,000.00	
Staff Remuneration								
4400/001	Salaries Paid Cash	1,696,937.94	1,714,995.83	1,696,937.88	1,784,769.36	5.18%	1,877,352.54	5.2%
4400/002	P.A.Y.E.	720,708.87	710,283.07	720,708.84	720,232.57	-0.07%	771,190.46	7.1%
4400/003	SSC - Company Contribution	1,944.00	4,071.40	3,888.00	3,888.00	100.00%	4,000.00	2.9%
4400/003	Workmans Compensation Fund	600.00	1,696.84	600.00	600.00	0.0%	630.00	5.0%
4410/001	Car Allowance	37,721.00	37,721.04	37,721.00	37,721.00	0.00%	37,721.00	0.0%
		2,457,911.81	2,468,768.18	2,459,855.72	2,547,210.93	3.6%	2,690,894.00	5.6%
Temporary Staffing								
4700/000	Wages - Casual	13,076.00	13,496.38	13,076.00	15,500.00	18.54%	16,350.00	5.5%
	Social Security Contribution	131.74	278.20	256.80	263.48	100.0%	275.33	4.5%
		13,207.74	13,774.58	13,332.80	15,763.48	19.4%	16,625.33	5.5%
Scientific Committee								
	Scientific Committee		312,075.08					
			312,075.08					
Investment								
	Interest Unit Trust Account (Sep 2023 - Aug 2024)	-609,847.00	-618,704.24	- 609,847.00	-621,416.00	1.9%	-610,000.00	-1.8%
Total Budget		2,942,406.37	3,092,483.90	2,943,029.38	3,158,258.21	7.3%	3,405,194.14	7.8%

Appendix IV: Contribution Calculations for 2025

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CONTRIBUTION CALCULATION ON PROVISIONAL BUDGET OF 2025							
Provisional Budget 2025	3,158,258.21	Angola	EU	Japan	Korea	Namibia	South Africa
Contribution for 2025							
30% Countries sharing equal	947,477.46	157,912.91	157,912.91	157,912.91	157,912.91	157,912.91	157,912.91
60% shared on GDP	1,894,954.93						
75% Developed Countries (EU, Japan, Korea)			473,738.73	473,738.73	473,738.73		
25% Developing Countries (Angola, Namibia & South Africa)		157,912.91				157,912.91	157,912.91
10% Active Fishing Countries (EU, Japan)	315,825.82		105,275.27	105,275.27		105,275.27	
	3,158,258.21	315,825.82	736,926.92	736,926.92	631,651.64	421,101.09	315,825.82
Outstanding contribution for 2023	672,580.53	653,292.06	0.00	31,739.53	-12,216.89	-234.17	0.00
Contribution allocation for 2024	2,942,406.37	294,240.64	735,601.59	735,601.59	588,481.27	294,240.64	294,240.64
Payments received during 2024	3,610,776.89	943,687.96	735,601.59	769,036.16	573,969.90	294,240.64	294,240.64
Balance at 29 September 2024	4,210.01	3,844.74	0.00	-1,695.04	2,294.48	-234.17	0.00
<i>Negative balance - Overpayment</i>							
<i>Positive balance - Underpayment</i>							
Final Contribution for 2025	3,162,468.22	319,670.56	736,926.92	735,231.88	633,946.12	420,866.92	315,825.82