



Provisional Annotated Agenda of the 6th Annual Meeting of the Standing Committee on Administration and Finance

Venue: Safari Hotel, Windhoek

Date: 01– 05 December 2014

1. Opening of the meeting

The Chair Ms. D'Almeida 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 for the SCAF meeting.

3. Adoption of agenda and meeting arrangements

The Meeting will review and adopt the agenda. Delegations will be informed of any practical arrangements for the meeting by the Chair.

4. Introduction of Parties' Delegations

The Head of Delegations will introduce members of their delegations.

5. Presentation of the 2013 Audit Report

The Executive Secretary will present the 2013 audit report (DOC/SCAF/03/2014). The Committee will take note of the report and make recommendations, where required on matters emanating from the audit Report.

6. Executive Secretary's Report on Administration and Finance

The Executive Secretary will present the report on Administration and Finance (DOC/SCAF/04/2014) covering the period January 2014 to October 2014. The Committee will discuss and make decision, where required on matters emanating from the Executive Secretary's Report.

7. Approval of the 2015 Budget and 2016 forecast Budget

The Executive Secretary will present the 2014 as well as the provisional 2015 and the 2016 forecast budgets (DOC/SCAF/05/2014) & (DOC/SCAF/06/2014). The Committee will discuss and approve the 2015 budget.

8. Contributions by Parties

The Committee shall take note of the contributions of the various Contracting Parties (DOC/SCAF/07/2014).

9. Proposal of new auditors

The contract of the current auditors (PriceWaterhouseCoppers) has expired and the Committee has to make a recommendation on a Company for the next contract period of four years (DOC/SCAF/08/2014).

10. Any other matters

The Committee will discuss any other matter of interest that was not previously included in the agenda.

11. Election of Chairperson

The Committee shall elect from their members a new chairperson.

12. Adoption of the SCAF Report

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

13. Venue and date of next meeting

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

14. Closure of meetings

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