**LIST OF DOCUMENTS FOR THE 10th STANDING COMMITTEE ON ADMINISTRATION AND FINANCE (SCAF) MEETING - 2018**

**CHAIR:** Mr. Takahiro Ara (Japan 2018-2019) **Venue:**  Strand Hotel, Swakopmund

**VICE-CHAIR:** To be confirmed (South Korea 2018-2019) **Date:** 28 November 2018

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| **Document Ref. Number** | **Agenda Item** | **Document Title** | **Provider** | **Availability of Document** |
| DOC/SCAF/00/2018 | All | List of Documents | Secretariat | Available before meeting |
| DOC/SCAF/01/2018 | All | Provisional agenda of the 10th Annual Meeting of SCAF | Secretariat | Available before meeting |
| DOC/SCAF/02/2018 | All | Provisional Annotated Agenda of the 10th Annual Meeting of SCAF | Secretariat | Available before meeting |
| DOC/SCAF/03/2018 | 5 | Draft Financial Statements - Audit 2017 | Auditors/Secretariat | Available before meeting |
| DOC/SCAF/04/2018 | 5 | 2017 Management Comment Letter – Audit 2017 | Auditors/Secretariat | Available before meeting |
| DOC/SCAF/05/2018 | 6 | Executive Secretary’s Report on Administration and Finance | Secretariat | Available before meeting |
| DOC/SCAF/06/2018 | 7 | Provisional 2019 & 2020 forecast budget (Normal) | Secretariat | Available before meeting |
| DOC/SCAF/07/2018 | 7 | Provisional 2019 & 2020 forecast budget (Normal & Namibian DCM) | Secretariat | Available before meeting |
| DOC/SCAF/08/2018 | 7 | Provisional 2019 & 2020 forecast budget (Normal & Foreign DCM) | Secretariat | Available before meeting |
| DOC/SCAF/09/2018 | 7 | Provisional 2019 & 2020 forecast budget (Biennial) | Secretariat | Available before meeting |
| DOC/SCAF/10/2018 | 7 | Provisional 2019 & 2020 forecast Budget explanatory notes | Secretariat | Available before meeting |
| DOC/SCAF/11/2018 | 9 | Employment Contract of Admin and Finance Officer – proposed changed to align to Namibian Labour law | Secretariat | Available before meeting |
| DOC/SCAF/12/2018 | 9 | Employment Contract of Executive Secretary – proposed changes to align to Namibian Labour law | Secretariat | Available before meeting |
| DOC/SCAF/13/2018 | 9 | Employee Contract of cleaner – aligned with Namibian Labour law | Secretariat | Available before meeting |
| DOC/SCAF/14/2018 | 6 | SRF Report | Secretariat | Available before meeting |

**Circulation Date:** 28 October 2018