



SOUTH EAST ATLANTIC FISHERIES ORGANISATION

REPORT OF THE 15TH ANNUAL MEETING OF THE STANDING COMMITTEE
ON ADMINISTRATION AND FINANCE (SCAF) - 2023

28 November 2023

**Virtual and Secretariat Office, Swakopmund
NAMIBIA**

The Secretariat

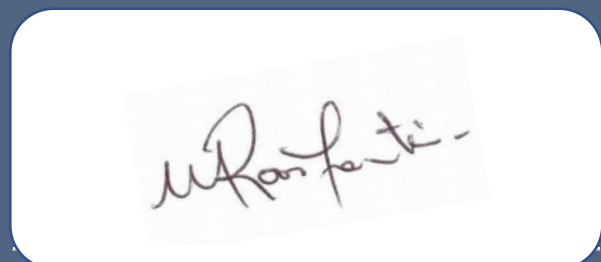
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Mr. Wickness ROOIFONTEIN (South Africa)

Chairperson of SEAFO Standing Committee on
Administration and Finance

wrooifontein@dffe.gov.za

**REPORT OF THE 15TH ANNUAL MEETING OF THE STANDING COMMITTEE ON
ADMINISTRATION AND FINANCE (SCAF)**

28 November 2023

1. Opening of the meeting

The Chair Mr. Wickness Rooifontein, from 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/01/2023/Rev1 (15 Nov 2023)**) was adopted with no changes ([Appendix I](#)).

4. Introduction of Parties' Delegations

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

5. Presentation of the 2022 Audit Report

The Executive Secretary (ES) presented the 2022 audit report (**DOC/SCAF/03/2023**) and the Report to Management from the Auditors (**DOC/SCAF/04/2023**).

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 2022, 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 increased from N\$ 6,464,442 at the end of 2021 to N\$ 6,710,356 at the end of 2022.
- The operating expense increased by N\$ 63,091 from 2021 to N\$ 3,256,245.
- The Nett surplus for 2022 is N\$ 254,914 compared to N\$ 979,543 in 2021.

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 2022 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/05/2023**) covering the period from January 2023 to the end of September 2023.

A new Finance and Administration Officer (Ms. Monika Hambinga) was employed from 1st November 2023 after the resignation of the former FAO, Ms. Delita Krauze. Ms. Krauze's last day of employment will be 30 November 2023.

The Executive Secretary reported that not all Contracting Party contributions were received at the time of the compilation of the 2023 report and that some Contracting Parties made underpayments, due to exchange rate fluctuations because of contributions made in USD. Angola informed the meeting that they will be able to pay the outstanding contribution fees during the first quarter of 2024.

An overview of the financial position of SEAFO was presented for the time period from 2005 to 2022. 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 2024 with a remaining surplus of N\$ 6,119,903 (which excludes the employee benefit reserves and other reserves).

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

7. Approval of the Provisional 2024 Budget and 2025 forecast Budget

The Executive Secretary presented an overview of the provisional 2023 and the 2024 forecast budgets (**DOC/SCAF/06/2023/Rev2 (10 Oct 2023)**) and the explanatory notes (**DOC/SCAF/07/2023/Rev1 (10 Nov 2023)**).

The SCAF accepted the proposed 6,19 % increase of the staff salaries to accommodate the inflation of Namibia which was noted to be an average of 6.19 % over the past 12 months up to the end of October 2023.

The interest of NAD 609,847.00 received over the past 12 months (Nov 2022 to Oct 2023) from the Unit trust investment was deducted from the proposed budgets.

SCAF agreed to the budget for 2024 amounting to NAD 2,942,406.37.

ACTION: SCAF agreed to the provisional budget for 2024 of NAD 2,942,406.37 ([Appendix III](#)) and recommends that the Commission approves the budget.

8. Contributions by Parties

Contributions by Parties were calculated for the agreed budget amounting to NAD 2,942,406.37 ([Appendix IV](#)). SCAF agreed to the contributions for 2024 and recommends that the Commission approves the Contributions by Parties.

SCAF noted that according to the Financial Regulations 18, Contracting Parties should pay

either in Namibian Dollars (NAD) or the equivalent in US\$. One Party stated that the outstanding contributions issue should be discussed in the future, if necessary, in the context of the Financial Regulations.

ACTION: SCAF agreed to the contributions for 2024 and recommends that the Commission approves the Contributions by Parties.

9. Any other matters

9.1 Draft process of recruitment of a new ES

The ES prepared a document on the process of recruitment of a new ES (DOC/SCAF/09/2023) since the contract of the current ES will end on the 31st of January 2025.

SCAF discussed the proposed process and agreed to forward the document to the Commission for distribution and further comments in terms of the program.

ACTION: SCAF recommends that the Commission distribute the document to the Parties for further comments in order to adopt the procedure.

9.2 Performance Review report relevant to SCAF.

From the Commission report 2022, it was noted that the ES must look into the recommendations of the 2016 performance review and give feedback to each subsidiary body.

The ES prepared a document (DOC/SCAF/10/2023) which reviews the outstanding proposals from the 2016 relevant to SCAF.

SCAF agreed that the discussion will be postponed to the 2024 physical meeting and requested more information with reference to similar practices at other RFMOs.

ACTION: SCAF will revisit this matter during the 2024 meeting.

10. 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.

11. Adoption of the 2023 SCAF Report

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

12. Closure of meetings

The Chairperson closed the meeting at 14:52 on the 28th of November 2023. He thanked the delegations for their contributions and the Secretariat for their contribution.

APPENDIX I: List of Documents and Agenda of the 15th SCAF Meeting

DOC/SCAF/00/2023/Rev1 (15 Nov 2023)



The Secretariat

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South East Atlantic Fisheries Organisation (SEAFO)

**LIST OF DOCUMENTS FOR 15th ANNUAL MEETING OF THE STANDING COMMITTEE
on ADMINISTRATION & FINANCE (SCAF) - 2023**

CHAIRPERSON: Mr. Wickness ROOIFONTEIN (SOUTH AFRICA 2023-2024)**VICE-CHAIR:** xx (ANGOLA 2023-2024)**VENUE:** Virtual & Physical Swakopmund (Secretariat Office)**DATE:** 28 November 2023

Document Ref. Number	Agenda Item	Document Title	Provider	Availability of Document
DOC/SCAF/00/2023/Rev1 (15 Nov 2023)	All	List of Documents	Secretariat	Available before meeting
DOC/SCAF/01/2023/Rev1 (15 Nov 2023)	All	Provisional Agenda of the 15 th Meeting of SCAF	Secretariat	Available before meeting
DOC/SCAF/02/2023/Rev 1 (15 Nov 2023)	All	Provisional Annotated Agenda of the 15 th Meeting of SCAF	Secretariat	Available before meeting
DOC/SCAF/03/2023	5	Audited Annual Financial Statements for 2022	Auditors/Secretariat	Available before meeting
DOC/SCAF/04/2023	5	Auditors' Management Letter	Auditors/Secretariat	Available before meeting
DOC/SCAF/05/2023	6	Executive Secretary's Report on Administration & Finance	Secretariat	Available before meeting
DOC/SCAF/06/2023 Rev2 (10 Oct 2023)	7	Provisional 2024 & 2025 forecast budget	Secretariat	Available before meeting
DOC/SCAF/07/2023/Rev1 (10 Nov 2023)	7	Provisional 2024 & 2025 forecast budget explanatory notes	Secretariat	Available before meeting
DOC/SCAF/08/2023/Rev1 (10 Nov 2023)	8	Contribution of Contracting Parties	Secretariat	Available before meeting
DOC/SCAF/09/2023	9	Draft process of recruitment of a new ES	Secretariat	Available before meeting
DOC/SCAF/10/2023	9	Review of the 2016 Performance Review report relevant to SCAF	Secretariat	Available before meeting

DOC/SCAF/01/2023/Rev1 (15 Nov 2023)



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South East Atlantic Fisheries Organisation (SEAFO)

**PROVISIONAL AGENDA FOR THE 15TH ANNUAL MEETING OF THE STANDING
COMMITTEE ON ADMINISTRATION & FINANCE (SCAF) - 2023**

CHAIRPERSON: Mr. Wickness ROOIFONTEIN (SOUTH AFRICA 2023-2024)**VICE-CHAIR:** xx (ANGOLA 2023-2024)**VENUE:** Virtual & Physical Swakopmund (Secretariat Office)**DATE:** 28 November 2023

Item	Agenda Item	Working Document
1	Opening of meeting by Chairperson	
2	Appointment of rapporteur	
3	Adoption of Agenda and meeting arrangements	DOC/SCAF/00/2023/Rev1 (15 Nov 2023) DOC/SCAF/01/2023/Rev1 (15 Nov 2023) DOC/SCAF/02/2023/Rev1 (15 Nov 2023)
4	Introduction of Delegations	
5	Presentation of the 2022 Audit Report	DOC/SCAF/03/2023 DOC/SCAF/04/2023
6	Presentation of the Executive Secretary's Report on Administration & Finance	DOC/SCAF/05/2023
7	Approval of 2024 Provisional & 2025 forecast Budget	DOC/SCAF/06/2023/Rev2 (10 Nov 2023) DOC/SCAF/07/2023/Rev1 (10 Nov 2023)
8	Contribution by Contracting Parties	DOC/SCAF/08/2023/Rev1 (10 Nov 2023)
9	Any other matters 9.1 Draft process of recruitment of a new ES 9.2 Review of the 2016 Performance Review report relevant to SCAF	DOC/SCAF/09/2023 DOC/SCAF/10/2023
10	Venue & date of next meeting	
11	Adoption of the 2023 Standing Committee on Admin & Finance Report	
12	Closure of meeting	

DOC/SCAF/02/2023/Rev1 (15 Nov 2023)



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South East Atlantic Fisheries Organisation (SEAFO)

**PROVISIONAL ANNOTATED AGENDA FOR THE 15TH ANNUAL MEETING OF THE
STANDING COMMITTEE ON ADMINISTRATION & FINANCE (SCAF) – 2023****CHAIRPERSON:** Mr. Wickness ROOIFONTEIN (SOUTH AFRICA 2023-2024)**VICE-CHAIR:** xx (ANGOLA 2023-2024)**VENUE:** Virtual & Physical Swakopmund (Secretariat Office)**DATE:** 28 November 2023

- 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 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/00/2023/Rev1 \(15 Nov 2023\)](#); [DOC/SCAF/01/2023/Rev1 \(15 Nov 2023\)](#) & [DOC/SCAF/02/2023/Rev1 \(15 Nov 2023\)](#)).
- 4. Introduction of Parties' Delegations**
The Heads of Delegations will introduce their members to the committee.
- 5. Presentation of the 2022 Audit Report**
The Executive Secretary will present the 2022 audit report ([DOC/SCAF/03/2023](#)) and the Report to the Management ([DOC/SCAF/04/2023](#)). 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/05/2023](#)) covering the period from January 2023 to September 2023. The Committee will discuss and make decisions as required on matters emanating from the Executive Secretary's Report.
- 7. Approval of the Provisional 2024 Budget and 2025 Forecast Budget**
The Executive Secretary will present the Provisional 2024 and 2025 Forecast Budget ([DOC/SCAF/06/2023/Rev2 \(10 Nov 2023\)](#)) as well as the explanatory notes ([DOC/SCAF/07/2023/Rev1 \(10 Nov 2023\)](#)) prepared for the meeting. The Committee will discuss/amend and approve the 2024 budget.
- 8. Contribution by Parties**
The Committee shall take note of the contribution allocation of the various Contracting Parties on the approved 2024 budget ([DOC/SCAF/08/2023/Rev1 \(10 Nov 2023\)](#)).

DOC/SCAF/02/2023/Rev1 (15 Nov 2023)

9. Any other matters

Any other matters will be discussed:

9.1 Draft process of recruitment of a new ES

The ES will present a draft proposal of the process of recruitment of a new ES for discussion by SCAF ([DOC/SCAF/09/2023](#)).

9.2 Review of the 2016 Performance Review report relevant to SCAF

As directed by the Commission during the 2022 annual meeting, the ES will present matters highlighted in the 2016 Performance Review of SEAFO for discussion by SCAF ([DOC/SCAF/10/2023](#)).

10. Venue and date of next meeting

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

11. Adoption of the SCAF Report

The Committee will review and adopt the 2023 SCAF Meeting report which will be presented by the SCAF Chair to the Commission.

12. Closure of meeting

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

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

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Appendix III: Provisional 2024 and 2025 Forecasted Budget

DOC/SCAF/06/2023/Rev2 (10 Oct 2023)

PROVISIONAL 2023 BUDGET and 2024 FORECAST BUDGET								
Inflation Rate 6.19% (average for 2023)								
Vote	Description	Approved Budget 2023	Actual 2022	Estimated Expenditures Jan-Dec 2023	Provisional Budget 2024	Change %	Forecast Budget 2025	Change %
Communication								
4310/000	Rental & Maint - Switchboard	13,000.00	12,133.00	12,375.00	13,000.00	0.0%	13,845.00	6.5%
4315/000	Rental & Maint - Copier/Fax	8,547.60	11,113.74	5,021.24	8,547.60	0.0%	9,103.19	6.5%
4600/000	Telephone and Fax	8,940.00	8,153.52	6,911.75	8,940.00	0.0%	9,521.10	6.5%
		30,487.60	31,400.26	24,307.98	30,487.60	0.0%	32,469.29	6.5%
Computer Services								
3300/000	Computer Expenses	8,000.00	9,684.63	8,000.00	8,000.00	0.0%	8,520.00	6.5%
3307/000	Maintenance and Support	13,000.00	6,104.34	13,000.00	13,000.00	0.0%	13,845.00	6.5%
3301/000	Software Upgrades	7,200.00	7,188.11	7,598.83	8,000.00	11.1%	8,520.00	6.5%
3302/000	Internet lease Line	19,000.00	17,211.60	18,679.37	19,500.00	2.6%	20,767.50	6.5%
3303/000	Website Hosting & Support	181,900.00	149,328.64	181,704.29	185,000.00	1.7%	197,025.00	6.5%
		*20,671.36		*20,671.36				
3305/000	Cloud services	10,000.00	9,208.56	10,493.46	11,000.00	10.0%	11,715.00	6.5%
6250/010	Hardware/Equipment	*44,472.12	*-19,126.09	*22,429.78	*66,901.90			
	* Provision from previous years	239,100.00	198,725.88	239,475.94	244,500.00	2.3%	260,392.50	6.5%
Meetings & Conferences								
4070/000	Meetings Venue	*103,647.70	224,063.36	*103,647.70	250,000.00		150,000.00	-40.0%
4070/001	Meetings Flights			-	-			
4070/002	Meetings Accommodation			-	-			
4070/003	Meetings Road			-	-			
4070/004	Meeting Assistance	96,300.00	46,356.53	50,000.00		-100.0%	70,000.00	
		*43,643.47		*43,643.47				
	* Provision from previous years	96,300.00	270,419.89	50,000.00	250,000.00	159.6%	220,000.00	-12.0%
Operational Expenses								
3000/000	Accounting Fees	*141,343.62	36,225.00	*41,225.00	*100,118.62		*50,000.00	
3050/000	Advertising & Promotions	5,000.00		5,312.20	5,312.20	6.2%	5,000.00	-5.9%
3200/000	Bank Charges	10,000.00	7,533.11	7,639.98	10,000.00	0.0%	10,500.00	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	2,090.41	3,556.90	4,000.00	0.0%	4,260.00	6.5%
3850/000	Insurance	16,000.00	16,024.46	21,445.55	22,000.00	37.5%	25,000.00	13.6%
3700/000	Entertainment							
4200/000	Stationary	3,500.00	4,535.28	2,000.00	3,500.00	0.0%	3,727.50	6.5%
4500/000	Office expenses	6,420.00	4,679.47	4,302.86	5,000.00	-22.1%	5,500.00	10.0%
6300/010	Office Equipment @ cost	*34,924.20		*947.00	*33,977.20		*15,000.00	
	* Provision from previous years	47,920.00	71,087.73	44,257.49	52,812.20	10.2%	56,987.50	7.9%
Other Travel								
4650/000	Travel Flights	120,000.00	-	96,546.51	120,000.00	0.0%	127,800.00	6.5%
		*35,000.00		*35,000.00				
4651/000	Travel Accommodation	120,000.00	-	150,514.89	120,000.00	0.0%	127,800.00	6.5%
		*35,000.00		*35,000.00				
4652/000	Travel Road	5,000.00	4,083.82		6,000.00	20.0%	6,000.00	0.0%
		*916.18						
		245,000.00	4,083.82	247,061.40	246,000.00	0.4%	261,600.00	6.3%

Vote	Description	Approved Budget 2023	Actual 2022	Estimated Expenditures Jan-Dec 2023	Provisional Budget 2024	Change %	Forecast Budget 2025	Change %
Performance Review								
3150/000	Performance Review	-	-	-	-	0.0%	-	0.0%
		-	-	-	-	0.0%	-	0.0%
Printing & Translations								
4051/000	Report & Translations	33,705.00	26,990.00	33,705.00	36,000.00	6.8%	38,340.00	6.5%
4050/000	Printing	2,000.00		2,000.00	2,000.00	0.0%	2,130.00	6.5%
		35,705.00	26,990.00	35,705.00	38,000.00	6.4%	40,470.00	6.5%
Employee Benefit Reserve								
9400/000	Employee Benefit Reserve	143,095.78	267,405.64	143,095.78	219,334.02	53.3%	136,182.00	-37.9%
		143,095.78	267,405.64	143,095.78	219,334.02	53.3%	136,182.00	-37.9%
Secretariat Training								
3320/000	Training	*36,431.19	3,913.04	-	*36,431.19		-	
	* Provision from previous years	*36,431.19	3,913.04	-	*36,431.19		-	
Staff Remuneration								
4400/001	Salaries Paid Cash	1,697,246.03	1,642,183.79	1,717,362.71	1,696,937.94	-0.02%	1,804,284.23	6.3%
4400/002	P.A.Y.E.	705,396.57	654,356.29	704,103.24	720,708.87	2.17%	779,771.77	8.2%
4400/003	SSC - Company Contribution	1,944.00	1,944.00	2,106.00	1,944.00	0.00%	1,944.00	0.0%
4400/003	Employee Compensation Fund	600.00		600.00	600.00	0.0%	600.00	0.0%
4410/001	Car Allowance	37,721.00		37,721.00	37,721.00	0.00%	37,721.00	0.0%
		2,442,907.60	2,298,484.08	2,461,892.95	2,457,911.81	0.6%	2,624,321.00	6.8%
Temporary Staffing								
4700/000	Wages - Casual	12,313.97	9,385.96	12,082.51	13,076.00	6.19%	13,664.42	4.5%
	Social Security Contribution	263.48	256.80	128.40	131.74	-50.0%	137.67	4.5%
		12,577.45	9,642.76	12,210.91	13,207.74	5.0%	13,802.09	4.5%
Scientific Committee								
	Scientific Committee	80,000.00		110,000.00				
		*220,000.00		*220,000.00				
	* Provision from previous years			110,000.00	-			
Investment								
	Interest Unit Trust Account (Sep 2022 - Aug 2023)	-372,833.24		- 372,833.24	-609,847.00	63.6%	-490,000.00	-19.7%
Total Budget		3,000,260.19	3,182,153.10	2,995,174.21	2,942,406.37	-1.9%	3,156,224.38	7.3%

Appendix IV: Contribution Calculations 2022

DOC/SCAF/08/2023

CONTRIBUTION CALCULATION ON PROVISIONAL BUDGET OF 2024							
Provisional Budget 2024	2,942,406.37	Angola	EU	Japan	Korea	Namibia	South Africa
Contribution for 2024							
30% Countries sharing equal	882,721.91	147,120.32	147,120.32	147,120.32	147,120.32	147,120.32	147,120.32
60% shared on GDP	1,765,443.82						
75% Developed Countries (EU, Japan, Korea & Norway)			441,360.96	441,360.96	441,360.96		
25% Developing Countries (Angola, Namibia & South Africa)		147,120.32				147,120.32	147,120.32
10% Active Fishing Countries (EU, Japan & Namibia)	294,240.64		147,120.32	147,120.32			
	2,942,406.37	294,240.64	735,601.59	735,601.59	588,481.27	294,240.64	294,240.64
Outstanding contribution for 2022	473,878.52	353,266.04	0.00	58,138.81	62,473.67	0.00	0.00
Contribution allocation for 2023	3,000,260.20	300,026.02	750,065.05	750,065.05	600,052.04	300,026.02	300,026.02
Payments received during 2023	2,801,558.19	0.00	750,065.05	776,464.33	674,742.60	300,260.19	300,026.02
Balance at 29 September 2023	672,580.53	653,292.06	0.00	31,739.53	-12,216.89	-234.17	0.00
<i>Negative balance - Overpayment</i>							
<i>Positive balance - Underpayment</i>							
Final Contribution for 2024	3,614,986.90	947,532.70	735,601.59	767,341.12	576,264.38	294,006.47	294,240.64