



The Secretariat

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South East Atlantic Fisheries Organisation (SEAFO)

PROVISIONAL ANNOTATED AGENDA FOR THE 17TH ANNUAL MEETING OF THE STANDING COMMITTEE ON ADMINISTRATION & FINANCE (SCAF) – 2025

CHAIRPERSON: Mr. W ROOIFONTEIN (Rep. of South Africa 2025 - 2026)

VICE-CHAIR: (Rep. of ANGOLA 2025 – 2026)

VENUE: Virtual & Sands Hotel, Swakopmund

DATE: 25 Nov 2025

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/00/2025 ; DOC/SCAF/01/2025 ; DOC/SCAF/02/2025
4	Introduction of Parties' Delegations	The Heads of Delegations will introduce their members to the Committee
5	Presentation of the 2024 Audit Report	The Executive Secretary will present the 2024 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/03/2025 ; DOC/SCAF/04/2025
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 2025 to September 2025. The Committee will discuss and make decisions as required on matters emanating from this Report DOC/SCAF/05/2025
7	Any Other Matters 7.1 Review of the 2016 Performance Review report relevant to SCAF	 The way forward on this matter will be discussed since the intersessional meeting did not take place during 2025

	7.2 Review of RFMO support of developing countries to attend intersessional and annual meetings	The ES to present a document on this matter for discussion by the SCAF
DOC/SCAF/09/2025 ; DOC/SCAF/10/2025		
8	Approval of the Provisional 2026 Budget and 2027 Forecast Budget	The executive Secretary will present the Provisional 2026 and Forecast Budget for 2027 as well as the explanatory notes prepared for the meeting. The Committee will discuss/amend and approve the 2026 Budget to recommend to the Commission for approval
DOC/SCAF/06/2025-v1(18 Oct 25) ; DOC/SCAF/07/2025-v1(18 Oct 25)		
9	Contribution by Parties	The Committee shall take note of the contribution allocation of the various Contracting Parties on the proposed 2026 Budget and recommend to the Commission for approval
DOC/SCAF/08/2025-v1(18 Oct 25)		
10	Venue and date of next meeting	The Committee will discuss the date and place of the next meeting which will coincide with the 2026 Commission meeting
11	Adoption of the SCAF Report	The Committee will review and adopt the 2025 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