



The Secretariat

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South East Atlantic Fisheries Organisation (SEAFO)

## PROVISIONAL ANNOTATED AGENDA FOR THE 13<sup>TH</sup> ANNUAL MEETING OF THE STANDING COMMITTEE ON ADMINISTRATION & FINANCE (SCAF) –

**CHAIRPERSON:** Me. Graca d'Almeida (Namibia 2020-)  
**VICE-CHAIR:** Norway – no longer a CP

**VENUE:** Virtual  
**DATE:** 23 November 2021

- 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/00/2021](#); [DOC/SCAF/01/2021](#) & [DOC/SCAF/02/2021](#)).
- 4. Introduction of Parties' Delegations**  
The Heads of Delegations will introduce their members to the committee.
- 5. Presentation of the 2020 Audit Report**  
The Executive Secretary will present the 2020 audit report ([DOC/SCAF/03/2021](#)) and the Report to the Management ([DOC/SCAF/04/2021](#)). 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/05/2021](#)) covering the period from January 2021 to September 2021. The Committee will discuss and make decisions as required on matters emanating from the Executive Secretary's Report.
- 7. Approval of the Provisional 2022 Budget and 2023 Forecast Budget**  
The executive Secretary will present the Provisional 2022 and Forecast Budget ([DOC/SCAF/06/2021](#)) as well as the explanatory notes ([DOC/SCAF/07/2021](#)) prepared for the meeting. The Committee will discuss/amend and approve the 2022 budget.
- 8. Contribution by Parties**  
The Committee shall take note of the contribution allocation of the various Contracting Parties on the approved 2022 budget ([DOC/SCAF/08/2021](#)).

**9. Election of Chair and Vice-Chair**

The Committee will elect a new Chair and Vice-Chair to serve for a 2-year term or renew the 2 year term of the current Chair and appoint a new Vice-Chair.

**10. Any other matters**

Any other matters will be discussed.

**11. Venue and date of next meeting**

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

**12. Adoption of the SCAF Report**

The Committee will review and adopt the 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.