

Standing Committee on Administration and Finance (SCAF) Terms of Reference

1. Pursuant to Article 7(3) of the Agreement, the Meeting of the Parties establishes a Standing Committee on Administration and Finance (SCAF) which shall act as an advisory body to the Meeting of the Parties.

Representation

2. Each Contracting Party and participating fishing entity shall be entitled to appoint one representative who may be accompanied by alternate representatives, experts and advisers. However, pursuant to Rule 20(2) of the Rules of Procedure, the SCAF may restrict its deliberations to budget contributors, and such other persons that the SCAF or the Meeting of the Parties may invite.
3. The Chairperson and Vice-Chairperson of the SCAF shall be appointed by the Meeting of the Parties based on recommendations from the SCAF in accordance with Rule 5 of the Rules of Procedure and taking into account the nature and requirements of the SCAF.
4. The duties of the Chairperson of the SCAF are to manage the business of the SCAF, present the SCAF's reports to the Meeting of the Parties and to act as the primary liaison between:
 - a. the SCAF and the Chairperson of the Meeting of the Parties;
 - b. the SCAF and the Executive Secretary; and
 - c. the SCAF and the Chairpersons of other subsidiary bodies established by the Meeting of the Parties.

Meetings

5. The SCAF shall normally be held once a year during the ordinary Meeting of the Parties, unless the Meeting of the Parties decides otherwise.
6. The Chairperson of the SCAF may also convene working groups in support of the work of the SCAF and the objectives of the Agreement.

Functions

7. The functions of the SCAF are to:
 - a. consider and advise the Meeting of the Parties on any administrative or financial matters;
 - b. provide any other information or advice to the Meeting of the Parties as it considers appropriate or as requested by the Meeting of the Parties;
 - c. fulfil the duties prescribed in the Financial Regulations; and
 - d. perform other tasks as directed by the Meeting of the Parties.

Participation and Decision Making

8. Recommendations and advice to be provided by the SCAF to the Meeting of the Parties pursuant to the Agreement shall be determined in accordance with the procedures set out in Rule 12 of the Rules of Procedure.
9. All representatives to the SCAF may bring forward for consideration any matters relevant to the functions of the SCAF.

10. The SCAF draft meeting report shall be prepared by the Chairperson of the SCAF with assistance from the Executive Secretary. This draft report shall be considered by the SCAF, amended as necessary and adopted at the end of the SCAF meeting. The Chairperson of the SCAF shall transmit the SCAF meeting report to the Meeting of the Parties.
11. The SCAF may make recommendations to the Meeting of the Parties that material used in its deliberations be regarded as confidential and not be published.

Other

12. The SCAF may make recommendations to the Meeting of the Parties to amend these Terms of Reference to facilitate its work.

In accordance with Rule 21(3) of the Rules of Procedure, except as otherwise provided in the Agreement, the Rules of Procedure apply, *mutatis mutandis*, to the proceedings of the SCAF.