

REPORT OF SEAFDEC INTER-DEPARTMENTAL MEETING

28 March 2018, Siem Reap, Cambodia

Participants:

- 1) Dr. Kom Silapajarn, Secretary-General and Chief of TD
- 2) Mr. Tetsuya Kawashima, Deputy Secretary-General and Deputy Chief of TD
- 3) Mr. Yeap Soon Eong, Chief of MFRD
- 4) Mr. Dan D. Baliao, Chief of AQD
- 5) Mr. Raja Bidin Raja Hassan, Chief of MFRDMD
- 6) Dr. Arif Wibowo, Chief of IFRDMD
- 7) Dr. Somboon Siriraksophon, SEAFDEC/Secretariat
- 8) Ms. Nualanong Tongdee, SEAFDEC/Secretariat
- 9) Ms. Matinee Boonyintu, SEAFDEC/Secretariat
- 10) Ms. Kannika Boonkananurak, SEAFDEC/Secretariat
- 11) Dr. Yuttana Theparoonrat, SEAFDEC/TD
- 12) Ms. Angkhanarat Tomyai, SEAFDEC/TD

Summary of the Discussion:

1. The Meeting recalled the discussion made during the SEAFDEC Department Chiefs' Meeting held on 2 December 2017, Bangkok Thailand, on the possibility of increasing budget allocation from the Minimum Regular Contribution (MRC) to Department hosting the Program Committee Meeting (PCM). While noting that the amount of budget currently allocated to the Department is 4,800 US\$, the Meeting agreed to increase the budget to 6,000 US\$ starting from the 41st PCM in 2018 onwards.
2. The Meeting also recalled the inquiry made by the SEAFDEC Council during its 50th Meeting whether or not there is provision for regular change of audit firms for SEAFDEC financial reports. The Meeting viewed that although there is no specific provision in the SEAFDEC Financial Regulations for periodic change of audit firms, SEAFDEC should consider changing the audit firms every certain period to ensure financial transparency. In this connection, Departments that are using external audit firm, *i.e.* the Secretariat, TD, AQD, and MFRDMD, agreed to explore the new audit firm, which would be proposed for consideration by the SEAFDEC Council at its 51st Meeting in 2019. Upon the approval of the Council, the new audit firms will be used to audit SEAFDEC financial reports of 2018 onwards. The Meeting also agreed in principle that the audit firms should be changed every five years.
3. With regards to the submission of evidence of expenditures under the JTF-6 from Departments to the Secretariat, Departments noted the request of the finance officer to submit the evidence of expenditures every half-year within 2 months after the period, *e.g.* for the expenditures of January-June, the evidences should be submitted by 31 August; and for the expenditures of July-December, the evidences should be submitted by 28 February of the following year. This is in order that the financial report could be prepared and submitted to the donor in a timely manner.