

South Pacific Regional Fisheries Management Organisation

1st Meeting of the Scientific Committee La Jolla, United States of America, 21-27 October 2013

Protocol for submission of meeting papers to the Scientific Committee

Protocol for papers to be submitted to the Scientific Committee.

1. The Commission Rules of Procedure 4.1 and 4.2 provide for the Provisional Agenda and requested supplementary items to be circulated 30 days before the meeting. Consistent with this rule, papers pertaining to any item on the Provisional Agenda or supplementary items are to be provided by Commission Members and Cooperating Non-Contracting Parties to the Executive Secretary in electronic form at least 30 days before the meeting. These papers will be included in the draft Document List as meeting Papers.
2. Papers that are pertinent to the Provisional Agenda or supplementary items that are submitted later than 30 days before the meeting will be included as Late Papers in the draft Document List. These papers may be considered in the discussion of the relevant agenda item with the agreement¹ of the Scientific Committee.
3. The Commission's Rule of Procedure 4.3 provides for the possibility of additional items of an urgent character being included on the agenda. Supporting papers may accompany any request for additional items of an urgent character. The Scientific Committee will consider any such request in accordance with Rule 4.3.
4. Commission members, Cooperating Non-Contracting Parties and Observers may submit Information Papers to the Executive Secretary. Information Papers that are submitted at least 30 days before the meeting will be included in the draft Document List. Any information papers submitted later than 30 days before the meeting will be included as Late Information Papers in the draft Document list.
5. The Scientific Committee will decide whether or not to accept the late papers, and will approve the final Document list.
6. All submitted papers should include a summary paragraph. Inclusion of this paragraph is intended to streamline the drafting of the Final Scientific Committee report².

¹ Decisions of the Scientific Committee are made in accordance with Article 16 of the Convention.

² Paragraph 6 reflects a recommendation made by SC-02 at the 2014 meeting in Honolulu, Hawaii.