



**SCIENTIFIC COMMITTEE
EIGHTEENTH REGULAR SESSION**

ELECTRONIC MEETING

10 – 18 August 2022

MEETING NOTICE AND INFORMATION

WCPFC-SC18-2022/01 (Rev.01)

3 August 2022

In accordance with the Commission Rules of Procedure, the Eighteenth Regular Session of the Scientific Committee of the Commission for the Conservation and Management of Highly Migratory Fish stocks in the Western and Central Pacific Ocean (SC18) was scheduled to be held in Pohnpei, Federated States of Micronesia. But due to the continuing COVID-19 pandemic, the SC18 will be held electronically using the Zoom platform from 10 (Wednesday) to 18 (Thursday) August 2022.

SC18 Meeting Structure

As agreed intersessionally by the Commission, the agenda for the electronic SC18 meeting will consist of essential items necessary to progress the scientific work of the Commission in 2022 and to provide the scientific advice necessary to inform the key decisions of the annual WCPFC19 meeting in December 2022.

Based on the Commission’s decision (Circular No.: 2022/22), the SC18 will use the Zoom platform for the video-conference segment of the meeting. The electronic SC18 meeting will be supplemented by the usual SC18 website (<https://meetings.wcpfc.int/meetings/sc18>), and the SC18 Online Discussion Forum (ODF) which will be accessed by any approved SC18 registered participants. The ODF will be used to facilitate discussions mostly on the 2022 SC projects and other items that are omitted from the SC18 abbreviated agenda but required acknowledgment by the SC18 to facilitate their progression in 2022. The opening and duration of the ODF will be notified in due course. In general, the results of the ODF will be provided to, and considered by, SC18 as a *Summary of Online Discussion Forum* under “Future Work Programme and Budget” and “Other Matters”, not for substantive discussion but for noting or endorsement as may be necessary.

Detailed instructions on the use of the ODF will be provided as a component of the Virtual Meeting Protocol document, which will be posted on the SC18 websites in due course with other information documents.

Registration

Online meeting registration is available at the SC18 website. All participants are requested to register using these facilities to participate in the electronic SC18 meeting. Once a participant’s registration on the SC18 website is authorized, an invitation email with a link to the virtual SC18 meeting will be sent to the participant’s registered email address at least two days prior to the meeting.

All CCMs are requested to use the online registration system to approve their delegation. CCMs not familiar with the online approval system can send their official list of delegates to the Secretariat (Lucille.Martinez@wcpfc.int) as early as possible in order for the Secretariat to approve participants in the system. Observers to SC will be approved once verified by the Secretariat. If you have any queries related to registration, please contact Ms Lucille Martinez directly.

All CCMs are strongly requested to register **by Friday, 29 July 2022**.

Heads of Delegation and Conveners' Meeting

Two preparatory meetings will be held on Tuesday, 9 August 2022, prior to the SC18:

- 1) (10:00) The Conveners' Meeting with the SC Chair to finalize their theme session arrangements and meeting procedures; and
- 2) (12:00) The Heads of Delegation Meeting to confirm the meeting structure and schedule of the SC18. All Theme Conveners are also expected to attend this meeting.

Guidelines for submitting meeting papers

The procedure for submission of papers for SC18, as determined at SC2, is as follows:

- 1) Annual Report – Part 1

Following WCPFC16, an updated template is available at <https://www.wcpfc.int/guidelines-procedures-and-regulations> (symbol: SC-01). Annual Report Part 1 shall be submitted to the WCPFC Secretariat (BOTH sungkwon.soh@wcpfc.int and contact.ar@wcpfc.int) by **11 July 2022**.

- 2) Meeting documents

Titles and preliminary abstracts of meeting documents **MUST be submitted as early as possible, but no later than 6 July 2022** (five weeks in advance of the start of SC18). Authors who intend to present a Working Paper or submit an Information Paper (refer to Item 3 below) must contact the relevant Convener(s) as soon as possible after this SC18 Meeting Notice is posted. Authors and conveners should discuss the suitability of the paper, and under which specific agenda item it falls. Please refer to the Provisional Annotated Agenda posted on the website.

All full papers MUST be submitted by 23 July 2022 (18 days in advance of the start of SC18). Please submit titles, abstracts and full papers to:

- i) SC Chair (Tuikolongahau Halafihi; supi64t@gmail.com),
- ii) relevant Theme Conveners below, and
- iii) the Secretariat (SungKwon Soh; sungkwon.soh@wcpfc.int)

Chair	Tuikolongahau Halafihi: supi64t@gmail.com
Vice Chair	TBD
ST Theme	Valerie Post: valerie.post@noaa.gov
SA Theme	Keith Bigelow: keith.bigelow@noaa.gov Hidetada Kiyofuji: hkiyofuj@affrc.go.jp
MI Theme	Robert Campbell: robert.campbell@csiro.au

	TBD
EB Theme	Yonat Swimmer: yonat.swimmer@noaa.gov TBD

All papers received will be posted on the SC18 website by **27 July 2022** (two weeks in advance of the start of SC18). All participants will be responsible for downloading their papers and printing them out, should that be desired.

3) Working Papers and Information Papers

The SC Chair and Theme Conveners will be responsible for accepting or rejecting a paper, and if accepted, directing the Secretariat to post the paper as either a Working Paper or an Information Paper.

Working Papers (WP): Papers considered by Theme Conveners and the Chair as a working paper for presentation to the SC should be directly relevant to a specific agenda item and will support substantive discussion. Relevant Conveners will attach a cover page, assign a unique number and send it to the Secretariat (e.g., WCPFC-SC18-2022/ST-WP-XX).

Information Papers (IP): Papers considered by Theme Conveners and the Chair as an information paper should be of general interest – i.e., a supplementary paper circulated for information only and not for presentation – but may be referred to in discussion. Relevant Conveners will attach a cover page, assign a unique number and send it to the Secretariat (e.g., WCPFC-SC18-2022/SA-IP-XX)