



**SCIENTIFIC COMMITTEE
TWENTIETH REGULAR SESSION**

Manila, Philippines
14 – 21 August 2024

Guidelines for the Development of Scientific Committee Recommendations

WCPFC-SC20-2024/GN-IP-04

Prepared by the Secretariat and SC officers

These guidelines aim to enhance the efficiency and effectiveness of the Scientific Committee's (SC) work, ensuring that SC recommendations serve their intended purpose and facilitate the Commission's decision-making process. While many of these guidelines are not new, they compile existing practices, refine them, and formulate them into structured guidelines applicable across all agenda items.

Supported by the outcomes of Project 113b¹ ([SC20-SA-WP-10](#)) which produced a template for reporting outcomes of stock assessments, these guidelines will remain a living document and will be updated as necessary to reflect best practices established in future meetings. They are intended to enhance SC's work by supporting greater clarity, efficiency, and relevance in its outcomes and advice to the Commission. The guidelines and stock assessment reporting template collectively support consistency across SC decisions, advice/recommendations, and requested actions. Feedback or suggestions on these guidelines or the associated reporting template (Project 113b) are welcomed.

For recommendations on the SC work program and budget to the Commission, all project proposals should include detailed terms of reference, including objectives, rationale/background, assumptions, scope of work, data requirements (public data, non-public domain data, etc.), time frame, budget details, and references, for SC review and priority ranking.

1. Decisions Taken, Recommendations/Advice Provided, or Actions Requested:

All agreed points can be indicated in **bolded** font. Agreed points from the SC can be categorized as follows:

a. Decisions Taken

Summarized agreed points or conclusions reached by the SC that require actions within the SC (primarily for future SC meetings), including any prioritized requests to the SSP where the

¹ Reporting WCPFC SC Status and Management Advice: Findings and Recommendations from WCPFC Project 113b

Commission's approval is not required.

Examples:

- "SC agreed that for future SC meetings, SC will ..."
- "SC agreed that in future analyses, the SSP conduct/use... (e.g., use the 5-region model instead of the 8-region model in stock assessment)"
- "SC requested that the SSP conduct further analyses and provide updates to SCXX....."

b. Advice or Recommendations Provided

Detailed and specific advice or recommendations agreed upon by the SC where the Commission's action/feedback is required. All advice/recommendations text should have sufficient context to support decision-making required by the Commission, other subsidiary bodies, or SC the following year.

These include SC's responses to specific requests from the Commission or actions/directions requested to the Commission (e.g., advice to amend a CMM based on scientific evidence provided). Any advice/recommendations should specify what is being advised or recommended, the recipients (e.g., SSP, Commission, subsidiary bodies, IWGs), the specific actions or feedback requested, and any associated deadlines or timelines.

c. Actions requested

As needed, the SC develops a summary table of agreed points that require actions or feedback from the Commission or the SSP.

2. Information for the Commission's awareness

The text in the Recommendations section should be distinct from those in the Discussions section (i.e., report text summarizing interventions). It should include only the SC agreed-upon points that require the Commission's action/feedback. As much as possible, the Recommendations section should avoid the expressions "SC noted..." or "SC recommended the Commission note..." for the Commission's awareness. However, if needed, relevant "noted" information can be included under the "Recommendations" section but will not be highlighted in bold.

3. Stock Assessment Theme Recommendations:

The adopted structure and formality of the stock status and management advice will apply to developing future stock assessment theme recommendations.

4. Verb Tense and Terminology:

All decisions made or changes implemented should be written in the past tense. The terms "agreed" or "adopted" should denote decision points.

5. Consistency in Formatting:

To support the Rapporteur as well as consistency in SC's presentation of outcomes, the Theme convenors should apply the same format to all draft decisions, advice or recommendations, and requested actions across all themes to ensure clarity and ease of understanding.

6. SC Review and Adoption Process:

The theme convenors, the SC Chair, and the Secretariat will formulate all draft decisions, advice or recommendations, and requested actions for review and adoption by the SC plenary.

The process during SC is as follows:

- a. Theme convenors, the SC Chair, and/or the Secretariat will formulate draft decisions, advice or recommendations, and requested actions and post them on the meeting webpage for review by CCMs and Observers;
- b. CCMs and Observers will provide their inputs in track-changes (one comment file per delegation) to the convenors, the SC Chair, and/or the Secretariat by email;
- c. Theme convenors, the SC Chair, and/or the Secretariat will reflect comments as appropriate and produce final draft recommendations for clearance at the SC plenary; and
- d. The SC will formally adopt all recommendations during the SC plenary.

7. SC Outcomes Document:

The Outcomes Document, which includes all decisions, advice or recommendations, and requested actions, will be adopted before the close of the SC meeting and posted on the website shortly thereafter (within seven working days after the end of the meeting).