



SCIENTIFIC COMMITTEE  
TWENTY-FIRST REGULAR SESSION

Nuku'alofa, Tonga  
13 – 21 August 2025

---

Process for Submitting Scientific Committee Documents

---

WCPFC-SC21-2025-07

## BACKGROUND

The procedure for submitting papers to Scientific Committee is based on the guidelines established at SC2 (Attachment S, SC2 Summary Report) and the recommendations adopted at SC20 (paragraphs 767–774 of the SC20 Summary Report). In addition, the Commission tasked the Secretariat, in consultation with SC Chair and theme convenors, to develop the process to submit all papers and project proposals through the WCPFC website to further streamline the submission process and allow for greater organization and tracking of submissions, for implementation in advance of SC21 (paragraph 208, WCPFC22 Summary Report).

This paper outlines the new submission process wherein all documents for SC21 must be submitted via the dedicated [SC Document Submission System](#). A simplified flowchart outlining the SC21 paper submission process is included in **Annex 1**.

## PROCEDURE FOR SCIENTIFIC COMMITTEE DOCUMENT SUBMISSION

1. On the SC meeting website, click the “**Start here!**” link to begin the document submission process. This link provides additional instructions, as outlined below.

## 21st Regular Session of the Scientific Committee

[Meeting Details](#) [Manage Agenda](#) [Manage Folders](#) [Document Submission](#) [Revisions](#)

**Location:** Tonga

**Meeting Dates:** Wednesday, August 13, 2025 - Thursday, August 21, 2025

**Arrangements:** Not provisional

**Chair:** Emily Crigler

**More Information**

**Document Submission:** This meeting is implementing a new online process: [Start here!](#)

The Online Discussion Forum is available at [SC21 - ODF](#)

SEARCH THIS MEETING

REGISTERED

Notify me via email ☒

**Instructions:**

- a) Authors interested in submitting a paper to SC shall indicate their interest via this website at least 50 days prior to the SC meeting (see Section A).
- b) The SC theme convenors, in consultation with the SC Chair and Secretariat as needed, will use this information to determine whether to accept or reject a paper and, if accepted, the theme and submission type (working paper or information paper).
- c) Once determinations have been made, the relevant theme convenors will contact the corresponding author and/or the presenting author to communicate if the paper has been accepted or not, and if accepted, the submission type (working paper or information paper) and document numbers.
- d) Theme convenors are responsible for assigning document numbers and posting their theme papers with cover pages (template provided by the Secretariat), and will submit the finalized document list to the Secretariat for compilation across all themes and posting.
- e) Authors who were notified that their papers were accepted should submit working papers and information papers at least 30 days prior to the SC meeting (see Section B). The Chair, Theme Convenors, or the Secretariat will post papers on the website.
- f) Working papers are presented to the SC, and theme convenors communicate with authors on time limits for presentations. Generally, most working papers will have a maximum of 15 minutes to present, except for working papers on stock assessments, which have a maximum of 30 minutes to present.
- g) All presenters will be authorized to post their presentation files directly on the website at least one day before their presentations. Information papers are not presented to SC but can be referenced in presentations or discussions across the floor.

I agree by continuing my document has been approved by my Head of Delegation

☐ **I agree by continuing my document has been approved by my Head of Delegation. \***

**Start a new submission**

**Section A: Submit this details no later than 50 days Prior to the Meeting (24 Jun 2025)**

**Submission Details**

**Account \***

**Document Details**

**Title \***

**Author \***

**Abstract / Executive Summary \***

Please limit the size of the document summary to 1000 words

**Published Version**

- Provide a link if the paper has been published elsewhere
- This must be an external URL such as <https://example.com>.

**Agenda(s) \***

Choose the most appropriate agenda item(s)

**Agenda Justification**

Explain why you have selected the agenda item?

**Presenter**

If different from Submitter

**Requested Document Type \***

- ☐ Working Paper
- ☐ Information Paper
- ☐ Other (NGO papers included)

The final decision rests with the Chair/Theme Conveners

**ODF Needed \***

- ☒ No
- ☐ Yes

Select Yes if you would like an Online Discussion Forum topic to be created to allow online communication directly with meeting participants

## Section B. Submit this details no later than 30 days Prior to the Meeting (14 Jul 2025)

### Document Upload:

No file chosen

One file only.

50 MB limit.

Allowed types: docx pdf.

### Submission Notes

Identify any changes to the document details and any notes for document handling.

### Chair/Theme Convenor Group Only

#### Processed

- ☐ N/A
- ☐ Abstract Accepted
- ☐ Pending Response
- ☐ Rejected
- ☐ Processed

#### Administrative Comments

#### ☐ Notify Submitter

Check the Notify Submitter option to send an email with the Administrative Comments to the submitter on saving this form

### Status

**Last saved** Not saved yet

**Author** Elaine.Garvilles

### Save

By submitting this form, you are confirming the details above are correct and has Head of Delegation Approval.

2. Authors should note that the SC Chair, Theme Conveners, and the Secretariat will assess the suitability of each submission based on the abstract and the justification provided, following the functions of the Scientific Committee as outlined in Article 12 of the Convention. *This review process does not apply to Annual Report – Part 1, reports from Commission-approved SC projects, or documents submitted by the Commission’s Scientific Services Providers, such as SPC and ISC.*

#### a) Annual Report – Part 1

A template for Annual Report Part 1 is available on the WCPFC website at [Guidelines/SC-01](#) (note: no changes have been made in the Addendum since 2024). The deadline for submitting

the Part 1 Report is 7 July (paragraph 832, WCPFC20 Summary Record).

b) Meeting Documents

All papers submitted to the Scientific Committee should address specific requests from the Commission or the Scientific Committee and include information relevant to those requests. Submissions should also provide clear and actionable advice for the SC's consideration.

3. The following deadlines apply to submitting all papers and meeting documents to the Scientific Committee:

a) A paper title, preliminary abstract, and a justification explaining how the paper aligns with the functions of the Scientific Committee (as outlined in Article 12 of the Convention) must be submitted by **50 days before the start of the SC regular session**.

b) Full papers must be submitted **30 days before the SC regular session**.

4. All papers received will be posted as early as possible. All participants will be responsible for downloading and printing their papers, where desired. Limited printing and photocopying services will be available at the meeting venue.

a) Working Papers (WP)

Papers considered by the relevant Theme Convenors 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. Working Paper presentations will be limited to a maximum of 15 minutes, except for stock assessments, which will have a maximum of 30 minutes. Relevant Convenors will attach a cover page, assign a unique document number, and post it on the website (e.g., WCPFC-SC21-2025/ST-WP-XX).

b) Information Papers (IP)

Papers classified by the relevant Theme Convenors and the Chair as information papers should be of general interest, that is, supplementary documents circulated for information purposes only, not intended for presentation, but which may be referenced during discussions. Relevant Theme Convenors will attach a cover page, assign a unique document number, and post it on the website (e.g., WCPFC-SC21-2025/SA-IP-XX).

c) Observer Papers (OP)

OPs are those papers submitted by Observers to the Commission to provide relevant background information or specific positions or statements related to issues under consideration by the Scientific Committee (e.g., WCPFC-SC21-2025/OP-XX). As a general rule, observers may submit Information Papers unless invited by the Secretariat, SC Theme Convenors, or the SC Chair to present a Working Paper.

## Annex 1. Simplified Flowchart of the New SC Paper Submission Process

