



**SCIENTIFIC COMMITTEE
SECOND REGULAR SESSION**

7-18 August 2006
Manila, Philippines

DRAFT PUBLICATION POLICY FOR PUBLICATIONS OF THE COMMISSION

WCPFC-SC2-2006/GN WP-5

Paper prepared by the Secretariat

Introduction

1. The First Regular Session of the Scientific Committee recommended that the Secretariat develop an information paper for a publication policy for technical and scientific publications of the Commission for consideration at the Second Regular Session of the Scientific Committee. The matters of importance in determining such a policy were identified to include:

- a) The type and series of publications that could be potentially managed by WCPFC and classified under a framework;
- b) The physical status of these documents: on paper or/and computerised forms;
- c) The entry of WCPFC documents into the FAO/ASFA bibliographical system to allow a worldwide and permanent identification of these WCPFC documents by any person interested by the subject;
- d) Lessons to be learnt from the publication policies and processes of other relevant RFMOs; and
- e) Estimates of the future costs (human and financial) of organization of these publications by WCPFC.

In responding to this request, the Scientific Committee requested the publication policies of other tuna Commissions be taken into account.

Secretariat Response

2. It is likely that the Secretariat will be required to manage at least four different types of publications of interest to the Scientific Committee:

- *Annual reports and publications of WCPFC bodies.* These publications, including meeting documents, will require a consistent standard and format that results in publications that can be circulated globally.
- *“Grey” literature:* This includes informal publications and reports produced by Members including that produced by national scientists and including all the technical, statistical and working documents submitted each year to the various WCPFC bodies. These need to be referenced and published (as a minimum on CD/PDF forms and, funds permitting, possibly also printed in limited numbers. The ICCAT annual Red Book is an example of this type of publication. This document type should be permanently referenced in the Aquatic Science and Fisheries Abstracts (ASFA) to promote long term storage and availability. The Commission would not be responsible for the content of these publications. The information security policy of the Commission would govern what could be released to the public domain and what would be maintained in a secure environment in the Commission.
- *Ad hoc scientific documents:* In the medium to long term, the Commission may publish, from time to time, edited documents on a given subject, selected by the Scientific Committee (for instance, the papers and proceedings of a symposium on a topic of special interest). In this case, the editing and formatting rules in the draft Publications Policy (Attachment A) would apply.
- *Rank A literature:* Periodically the Commission may publish in internationally peer-reviewed journals.

3. In relation to the Scientific Committee, the goal of the Commission’s publication policy will need to include a principle that WCPFC documents should be of optimal quality produced in a standardised format and, within confidentiality constraints, be available for present and future scientists and other stakeholders.

4. Other international organisations were approached for details of their publishing policy. None of the regional fisheries management organisations responsible for tuna that responded to the Secretariat’s request reported having a formal publication policy. The Secretariat of the Pacific Community does have a formal publication policy which they approved for adaptation by the WCPFC (Appendix A). To supplement this, the Secretariat obtained approval from the UN Food and Agriculture Organisation (FAO) to adapt the FAO House Style as the WCPFC Style Guide for Commission’s publications.

5. International organisations were also requested for information on the annual costs associated with the administering of their internal publication processes. Most responded that they support a dedicated librarian or archives professional that is responsible for the cataloguing of publications, registration with national and international library databases and disseminating publications including making them available on the organisation’s website. These organisations also support an in-house editor responsible for maintaining approved formatting and editorial styles or contract this service externally on an as-needed basis.

6. The costs of supporting library and editorial services varied depending on the location and employment terms and conditions. Similarly, the cost of publications depended on quantity, quality of publication and distribution network. The cost of editing and printing the Summary Records for the 2005 meetings of the Commission and WCPFC subsidiary bodies was US\$0.22 per page using Pohnpei-based printers (includes covers, cutting, collating and binding) and externally contracted editorial services.

7. The future schedule and associated costs (US\$) for staffing and externally contracted services for the WCPFC Secretariat is tentatively proposed to be:

Staff position or service	2007	2008	2009	2010
Librarian/archivist	22,000	25,000	27,000	30,000
Assistant librarian/archivist		15,000	30,000 [2]	32,000 [2]
Editorial and formatting services	25,000	30,000	35,000	40,000
Distribution	7,500	10,000	13,000	15,000
Total	54,500	80,000	105,000	117,000

8. The Second Annual Session of the Scientific Committee is invited to consider the Draft WCPFC Publication Policy at Appendix A and provide advice for its refinement, adoption and implementation.



WESTERN AND CENTRAL PACIFIC FISHERIES COMMISSION
DRAFT
PUBLICATION POLICY FOR PUBLICATIONS OF THE COMMISSION

Western and Central Pacific Fisheries Commission
PO Box 2356
Kolonias, Pohnpei State 96941
Federated States of Micronesia
Ph: +691 320 1992 Fax: +691 320 1108
Email: wcpfc@mail.fm Web: www.wcpfc.org

WESTERN AND CENTRAL PACIFIC FISHERIES COMMISSION

**DRAFT
PUBLICATION POLICY¹**

TABLE OF CONTENTS

WCPFC Publication Policy	6
Scope of the Policy	6
Language	6
Translation.....	6
Style.....	6
Publishing Standards and Requirements	6
Approval Procedure.....	7
Copyright.....	8
Distribution of Publications.....	9
WCPFC publication referencing	9
Sale of publications	10
WCPFC House Style	11

¹ Adapted, with approval, from the Publication Policy of the Secretariat of the Pacific Community, PO Box D5, Noumea Cedex, New Caledonia

WCPFC Publication Policy

The goals of the Publication Policy of the Western and Central Pacific Fisheries Commission include to:

- be of optimal quality;
- positively promote the public image of the Commission;
- preserve intellectual material created and owned by the Commission;
- promote the dissemination of information concerning the work of the Commission;
- serve as evidence of the Commission's efforts to achieve the objectives of the Convention of the Conservation and Management of the Highly Migratory Fish Stocks in the Western and Central Pacific Ocean; and
- serve as a record of investment in Commission-supported activities.

Scope of the Policy

WCPFC's Publication Policy covers all documents produced by WCPFC staff, or others contracted on fixed term assignments to the Commission, in both printed and electronic formats. Included are serials, documents and articles, brochures, electronic publications such as PDFs and CD-ROMs, videos, and any of these produced by the Commission for publication outside of the Commission. Also included are publications or other materials produced during meetings convened under the auspices of WCPFC.

The Policy does not apply to trip reports, administrative material, documents intended solely for internal distribution, and web pages. Any reports that is solely concerned with an individual member, participating territory or cooperating non-member will be authorized by the official contact or other authorities in the member, participating country or, upon the approval of the Commission, cooperating non-member for their approval prior to publication.

Publications published jointly with other organisations are also addressed by this Policy. Issues concerning responsibility for copyright and cataloguing data, final approval, editing, layout, printing and distribution, and related costs, all need to be discussed and clarified in writing with WCPFC's partner before funds are committed or work commences on a collaborative project that will produce publications as one of its outputs.

Language

All WCPFC publications will be produced in English.

Translation

Translation of WCPFC publications to any other language will be permitted provided that appropriate acknowledgement is given on the front page of the translated document.

Style

WCPFC's house style is defined in the *FAO Style Guide* at **Attachment A** (adopted with approval from FAO).

Publishing Standards and Requirements

WCPFC is a publisher and, as such, abides by international publishing agreements, conventions

and standards. Until other arrangements are put in place within the Secretariat, the Finance and Administration Officer², in collaboration with the Science Manager and the Compliance Manager, will coordinate WCPFC's compliance with these international standards.

Approval Procedure

The procedure for the publication of meeting reports includes:

- Certification by the Executive Director that the report is the final version approved by Commission Members and Participating territories; and
- Compliance with the WCPFC house style and formatting certified by the Finance and Administration Officer.

The procedure for the production of technical publications is a four-step process covering approval, technical contents appraisal, corporate and publishing requirements, and evaluation. Each document (including those published externally or jointly published) should follow this process. Approval of serials is on an annual basis.

(a) Approval

Approval is required before work can begin on a publication. Approval is requested by the staff member responsible for the publication, from the appropriate Manager responsible for oversight of the work, using the Publishing Approval Form, which is attached to this document (Attachment B).

(b) Technical contents

The technical accuracy of a publication is the responsibility of the staff member responsible for the publication.

The staff member responsible for the publication may determine that WCPFC needs a guarantee of technical accuracy. In such cases, the Manager responsible may initiate a test or review of the document. Test and review mechanisms include but are not restricted to:

- Peer review (either internally or externally) for technical or scientific materials;
- Feedback from users following production and distribution (to assess revisions and future similar publications);
- Establishing an editorial process for the publication.

(c) Corporate and publishing requirements

The Manager responsible for the publication will ensure that the language, layout and illustrations used are clear and appropriate for the identified target group and purpose of the publication.

The Manager responsible for the publication, in consultation with the Finance and Administration Officer, will also ensure that a publication follows other agreed corporate and publishing requirements, such as the WCPFC house style, ISSNs, ISBNs, ASFA, CIP data, copyright, etc., as appropriate.

(d) Evaluation

² Until such time as the Secretariat recruits a staff member responsible for document management including publications, library and archiving.

The Finance and Administration Officer will monitor the standards of publications, and publications-related decisions. Before funds are committed for the final production of a publication the Finance and Administration Officer, in consultation with the responsible Manger, is required to certify that the publication meets the standards established in this WCPFC Publication Policy.

In deciding on certification, the Finance and Administration Officer will consider:

- address global issues and publications-related policies that affect the organisation and the quality of its publications have been considered;
- the effectiveness of WCPFC publications in terms of quality, contents, impact, and determine whether they meet the needs of the Commission's members, cooperating non-members and participating territories.
- feedback from users and target groups (solicit comments by countries or focus groups; use questionnaires, etc.); and
- the results of periodic reviews of certain categories of publications.

Copyright

WCPFC copyright

WCPFC's copyright protects the Commission's work from commercial/for profit exploitation, while ensuring that the information can be freely used for scientific, educational or research purposes³, provided WCPFC and the source document are acknowledged.

Subject to the policies and standards of individual publications, such as peer reviewed journals, and to the Commission's Information Security Policy, WCPFC publications, including meeting working and information papers, may be reproduced in entirety provided WCPFC is acknowledged as the body supporting initial presentation of material included in the publication.

WCPFC employees can be listed as authors but the copyright is vested in the Commission.

Copyright and consultants

All work commissioned by WCPFC and carried out by consultants belongs to WCPFC; the copyright is vested in the Commission, not the author. Consultancy contracts must reflect this.

Information from other sources

Use of copyrighted information from sources outside of WCPFC must be authorized by the original copyright holder. It is the responsibility of the author or responsible staff member to get this authorization.

Traditional knowledge

Authors and publishers must ensure that documents do not divulge previously undisclosed traditional knowledge without the express permission of traditional owners. The responsible Manager will ensure compliance with this requirement.

Joint publishing (with other partners)

³ Subject to the Commission's Information Security Policy.

Copyright in joint publishing is covered under “Scope of the Policy” in this document.

Distribution of Publications

Once printed, all publications must be distributed to the identified target group such as Official and Technical Contacts among Commission members and participating territories, cooperating non-members, observers and to Deposit Libraries. Wider distribution of publications, particularly through the WCPFC website, is also encouraged.

Until such time as the Secretariat is structured into discrete Programmes, individual staff, under the general coordination of their respective Manager, in consultation with the Finance and Administration Officer, is responsible for securing funds to support the cost of distributing the publications for which they are responsible and for maintaining up-to-date mailing and electronic lists for publications. The number of copies, distribution method, and cost recovery options on any additional copies will be identified by the staff member responsible for each individual publication.

Publications are sent to a small approved core list of Deposit Libraries and Deposit (Technical) Centres. The costs of supporting this distribution must be covered by the budget approved at the commencement of work resulting in the publication.

WCPFC publication referencing

Prior to the submission of information required to complete ISBN, CIP and ASFA registration, publications must be allocated an internal WCPFC reference. The internal WCPFC reference for publications is presented in the table below. This reference will appear in the bottom right hand corner of the front page of the technical publication.

Publication	WCPFC Reference	Category
Basic Documents	WCPFC/Basic Document/year/number	<ul style="list-style-type: none"> ○ Convention, Rules of Procedure, Financial Regulation, Staff Regulations, Administrative Documents
Meeting Reports	WCPFC/Meeting Report/year/number	<ul style="list-style-type: none"> ○ Commission, Scientific Committee, Compliance Report, Northern Committee ○ Specialist Working Group, Task Group, Workshop.
Technical Report	WCPFC/Technical Report/year/number	<ul style="list-style-type: none"> ○ Technical report, statistical bulletin, science publication, feasibility study, etc.
Meeting Documents	WCPFC/[Meeting Report][Background Paper][Information Paper][Working Paper]/Year/Report Number.	<ul style="list-style-type: none"> ○ MHLC, PrepCon documents ○ Meeting Reports (Report) ○ Working papers (WP) ○ Information papers (Info.) ○ Delegation papers (DP).
Conservation and	Conservation and Management	

Management Measures and Resolutions	Measure/year/number Resolution/year/number	
Education and Information Booklet		o E.g. Bycatch mitigation booklet.
WCPFC Manuals	WCPFC/Manual/year/number	o Observer Manual, Boarding and Inspection Manual, VMS Operations Manual, etc.

International referencing and cataloguing

Prior to printing of formal publications, the staff member responsible must acquire international library reference and database registration (Cataloguing in Publications (CIP) and International Standard Book Number (ISBN). These references, and registration with Aquatic Sciences and Fisheries Abstracts, can be obtained from the following sources:

Head of Cataloguing,
Main Library,
University of the South Pacific
PO Box 1168
Suva, FIJI

Tel. (679) 323 2200
Fax (679) 323 1528

Librarian/Coordinator,
Pacific Islands Marine Resources Information
System (PIMRIS)
Lower Campus Library
University of the South Pacific
PO Box 1168
Suva, FIJI

Tel. (679) 323 2934
Fax (679) 323 1526

Sale of publications

WCPFC publications are normally distributed free of charge to target audiences, partner organisations and official and technical contacts. However, WCPFC reserves the right to charge, depending on quantity and user. A nominal fee (determined by the Finance and Administration Officer) and/or postage cost may be charged by WCPFC for other users.

Fees charged may be recovered by the Commission to offset reprint and postage costs.

WCPFC House Style

Adopted with approval of the UN Food and Agriculture Organisation (FAO) and available on the Internet at: www.fao.org/publishing/

WCPFC Publishing Approval Form

Date:

Title of publication:

Author/staff member responsible:

Deadline (date and reason):

Category type and format (hard or electronic) of publication:

Serial/Series, if available:

Joint publication, if available

A copy of this form is to be lodged with the Finance and Administration Officer

Staff member to consider:

	Members	Participating Territories	Cooperating Non-members	RFMOs	Observers	NGOs	Deposit Libraries
Number of contacts							
Number of copies per contact							

Manager’s approval (signature required)

WCPFC Publishing Procedure Form

Technical content and corporate and publishing requirements

The Manager responsible ensures that technical content, referencing and registration responsibilities, language, layout and illustrations are clear and appropriate for the target group and the publication's purpose, and that corporate and publishing requirements are met.

- *Technical Content*
- *ISSN, ISBN, CIP, ASFA, etc. information requirements (including abstract), submissions and assignment of internationally accepted references is complete*
- *Editing*
- *Layout*
- *Graphics*
- *Printing*
- *Distribution*

(To be completed out by the editor responsible)

Evaluation

Notes:

Target audience

Clarifying target audience(s) to identify what level of language is required, and what type and format of publication is most appropriate.

Assessing the need for the publication

The need is to be assessed in terms of estimated use and distribution, the expected impact of the publication, requests for such information, accuracy and timeliness of the document, availability of existing documents on the same subject from other sources, etc.

Approval

Is country approval necessary?

Technical content

- How much information is necessary.
- Appropriate verification and testing mechanisms include but are not restricted to: pre-testing for grassroots materials; field testing; peer review (either internally or externally) for technical or scientific materials; feedback from users following production and distribution (to assess revisions and future similar publications); setting up an editorial committee for that document.
- Does some information touch on the work of other WCPFC activities? Has it been cross-checked with them?

Format

Will the publication be B&W, two-colour or full colour, CD-ROM, web publication, video etc.? What types of illustrations? Photos? What will be the length? What will be the final size? Is it to be a series?

Print run

The number of copies to be printed should include the target audience and stock, as well as WCPFC Deposit Libraries and internal distribution.

Costs

- Consider the cost-effectiveness of the publication in relation to the perceived need.
- The cost of producing the document will include the cost of films and plates, printing and distribution costs.

Web and electronic publishing

Consider putting the document in PDF on your web pages or producing a CD-ROM version.

Editing

- WCPFC's house style is defined in the *Style Guide*, adapted with approval from the *FAO Style Guide*
- Editors help improve clarity, consistency, accuracy and presentation of publications in close liaison with programme members, to add impact to the document and ensure it meets the needs of target audiences.
- Editors assist in the overall production and publishing process.
- Editors can assist and advise on all the above, especially on the content, format and length, as well as the choice of medium.
- Editors act as focal points for publishing and corporate requirements such as CIP, ISBN, ISSN, ASFA, WCPFC copyright, etc.

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