



**SCIENTIFIC COMMITTEE
TWENTY-SECOND REGULAR SESSION**

11-19 August 2026
Apia, Samoa (Hybrid)

{TITLE}

WCPFC-SC22-2026-XX

{date of issuance}

Submitted by XX

SC Document Formatting and Symbols Guide

1. Document Headers:

- 6pt space between logo and title
- Font type = Calibri
- Font size = 12pt
- Word case- capitalize meeting type (SC22) and meeting title.
- Document title should be between two solid lines and in ALL CAPS, bold font.
- “Submitted by...” does not apply to Meeting Notices or Agendas

EXAMPLE



SCIENTIFIC COMMITTEE
TWENTY-SECOND REGULAR SESSION
11-19 August 2026
Apia, Samoa (Hybrid)

{TITLE}

WCPFC-SC22-2026-XX
{date of issuance}

Submitted by XX

2. Document Symbols:

- For a Commission meeting, subsidiary bodies or Commission-related workshop (i.e. tropical tunas, bigeye management, SP albacore): start with “**WCPFC**”, followed by the meeting acronym and number, year of meeting, and document number → **WCPFC-SC22-2026-02** or **WCPFC-SC22-2026-GN-WP01**

3. Document Numbering:

- Agendas, Meeting Arrangements, and Working Papers → use sequential numbering, i.e. 01, 02, 03, 04, etc (do not use “WP” before the number)
- Information Papers → IP01, IP02, IP03
- Delegation Papers → DP01, DP02, DP03
- Observer Papers → OP01, OP02, OP03
- Presentations → A.XX where “XX” denotes the associated agenda item for that meeting
- Revised papers should be reflected as follows: WCPFC-SC22-2026-GN-WP01_Rev01.