



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

Guidelines for Paper Submission and Operations of the Scientific Committee
TEMPLATE FOR SC PROJECT PROPOSALS

WCPFC-SC22-2026-GN-WP04.1
(WCPFC-SC21-2025/GN-WP-03, Attachment B)

SC9 endorsed a project proposal template outlining the minimum set of issues to be addressed when submitting a proposal to the Scientific Committee (*see Attachment K, SC9 Summary Report*). At SC20, it was recommended that the template be updated to include:

- 1) Information on the WCPFC datasets required to support the project, and
- 2) Comments from the WCPFC SSP regarding the feasibility of providing the requested data in the specified format, where possible (*see paragraph 771, SC20 Summary Report*).

The updated template is provided in **Table 1** below and should be used whenever possible for submitting all project proposals to the Scientific Committee.

Table 1. Proposals should address the following issues as needed.

Part A: Administrative Summary	
1. Project Title	<i>The official name of the project is concise yet descriptive</i>
2. Organization	<i>Name of the institution or organization submitting the proposal.</i>
3. Administrative Contact	<i>Primary point of contact for administrative matters (name, position, email, phone number).</i>
4. Principal Investigator (PI) and CV	<i>Lead researcher responsible for project execution. Attach a brief CV highlighting expertise relevant to the project.</i>
5. Commencement and Completion Date	<i>Planned project start and end dates (day/month/year).</i>
6. Project Budget Summary	<i>Overview of major cost categories:</i> ○ Salaries ○ Travel ○ Operating Costs (e.g., equipment, supplies) ○ Other Costs (e.g., sub-contracts, dissemination)
Part B: Project Proposal Description	
1. Project Title	<i>The official name of the project, concise yet descriptive</i>
2. Background and Need	<i>Overview of the problem or issue being addressed, its relevance to WCPFC, and why it needs to be investigated now.</i>
3. Objectives and	<i>Specific aims of the project and anticipated benefits for WCPFC fisheries</i>

Benefits	<i>management, stock assessment, compliance, or science.</i>
4. Note	<i>Important clarifications, caveats, or context the SC should know upfront.</i>
5. Rationale	<i>Explanation of why this project approach/methodology is appropriate. Include scientific reasoning and expected impact.</i>
6. Assumptions	<i>Any assumptions on which the project is based (e.g., data availability, stakeholder cooperation, funding conditions).</i>
7. Scope of Work	<i>Detailed description of tasks and deliverables. Clearly define the boundaries of what the project will and will not cover.</i>
8. Activity Schedule	<i>Timeline showing key activities and milestones, possibly in a table or Gantt chart format.</i>
9. Project Outcomes	<i>Expected tangible results (e.g., reports, models, improved data sets, advice for stock assessments).</i>
10. Forms of Results	<i>How the results will be presented (e.g., written reports, presentations at SC, datasets, policy recommendations).</i>
11. Methods	<i>How the results will be presented (e.g., written reports, presentations at SC, datasets, policy recommendations).</i>
12. Data Management Plan / Data Sets Required	<i>Specify data needed from WCPFC or SSP (Secretariat of the Pacific Community's Statistics and Science Programme).</i> <i>Assess the feasibility of receiving/accessing the required WCPFC data in appropriate formats.</i> <i>Include how data will be stored, secured, and shared.</i>
13. Other Related Projects	<i>Mention any existing or previous projects with similar objectives to ensure synergy or avoid duplication.</i>
14. Collaborations	<i>List project partners, contributors, and describe their roles. Include inter-agency collaborations if any.</i>
15. Project Staff and CVs	<i>List key project personnel and attach brief CVs focusing on relevant qualifications and experience.</i>
16. Risks of Project Not Achieving Objectives	<i>Identify major risks (e.g., delays in data provision, logistical challenges) and proposed mitigation measures.</i>
17. Timeframe	<i>Estimated duration for each major phase and final delivery, consistent with Activity Schedule.</i>
18. Budget	<i>Detailed budget breakdown, linked to project activities:</i> <i>○ Personnel</i> <i>○ Travel</i> <i>○ Operating</i> <i>○ Other (include justification where needed)</i>
19. References	<i>List scientific literature, reports, or data sources cited throughout the proposal.</i>