

**SCIENTIFIC COMMITTEE**

**TENTH REGULAR SESSION**

Majuro, Republic of the Marshall Islands

6-14 August 2014

**PROCESS OF DEVELOPING THE WCPFC SCIENTIFIC COMMITTEE REPORT**

**WCPFC-SC10-2014/GN-IP-04 (Rev.1)**

**Proposed by the Secretariat**

**Lead rapporteurs will:**

1. Review the previous SC report and create a current SC template based on the current SC annotated agenda.
2. Become familiar with meeting documents on the current SC website to gain as much background information as possible.
3. Have a preparatory meeting with the Secretariat prior to the Heads of Delegation meeting.
4. Attend the Conveners and Heads of Delegation meetings to better understand the meeting process and to learn of any last minute changes to the programme.
5. Make his/her own record of the meeting presentations and discussion, recording all agenda items except the theme agendas, which are the theme support rapporteur’s responsibility.

**Development of a Summary Report:**

1. All conveners will secure their support rapporteur(s) to assist developing their theme session reports, ideally by the time of the Conveners Meeting
2. Conveners will provide their draft theme session reports to the lead rapporteur as soon as they are completed. Specific schedules for the submission of the theme report will be confirmed at the Conveners Meeting.
3. The format for the meeting report will match that of previous SC meeting reports, including paper letter size, Times New Roman, font size 11, single space and one inch margin.
4. CCMs are advised that written comments for inclusion in the report should not exceed [five (5)] lines and be submitted to the Rapporteur.
5. Conveners will provide their draft theme recommendations to the lead rapporteur to present on screen for editing and adoption at the end of each theme session (these adopted recommendations will not be revisited). There may be additional recommendations on the last day.
6. When compiled, the draft theme session reports (see below) prepared by the lead rapporteur, will be distributed to CCMs for comments.

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| No. | Agenda | Responsibility |
| 1 | Opening and Review of fisheries  Data and Statistics theme report | Lead rapporteur  ST theme convener |
| 2 | SA draft report(s) | SA theme conveners |
| 3 | MI draft report | MI theme convener |
| 4 | EB draft report | EB theme conveners |
| 5 | The remainder of the of the agenda | Lead rapporteur |

1. CCM’s comments should be submitted to the Secretariat support rapporteur by 5pm on the following day, or by the agreed schedule.
2. The Secretariat support rapporteur will i) collate all the attachments which should be referenced in the final SC report, ii) edit and reference CCM’s comments in draft text, and iii) be responsible for referenced papers.
3. The full draft report reflecting all CCMs’ comments will be reviewed and adopted on the last day.

**Post meeting:**

1. Lead rapporteur makes final edits during the day after the meeting, and submits the final report to the Secretariat in Word and pdf files by email and data stick.
2. Secretariat will review the lead rapporteur’s final version and post the adopted version on the website within one week.
3. CCMs will review the adopted version and provide comments to the Secretariat within two weeks.
4. The Secretariat is responsible for drafting the Executive Summary Report for review by CCMs.
5. The adopted SC10 Report will be professionally edited and posted as the final edited version in due course.