



**SCIENTIFIC COMMITTEE
ELEVENTH REGULAR SESSION**

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Process of Developing the WCPFC Scientific Report

**SC11-WCPFC11-05
(WCPFC11-2014-16a)**

SC Chair and Conveners



**COMMISSION
ELEVENTH REGULAR SESSION**

Faleata Sports Complex, Apia, SAMOA
1-5 December 2014

PROCESS OF DEVELOPING THE WCPFC SCIENTIFIC COMMITTEE REPORT

WCPFC11-2014-16a

12 November 2014

Proposal from the SC Chair and Conveners

**The Commission for the Conservation and Management of
Highly Migratory Fish Stocks in the Western and Central Pacific Ocean**

Process of developing the WCPFC Scientific Committee report

Proposal from the SC Chair and Conveners

October 2014

Introduction

1. SC10 reviewed Information Paper WCPFC-SC10-2014/GN-IP-04 (Rev.1) on the process of developing the WCPFC Scientific Committee report.
2. The SC report is presently compiled by a number of people, including a Lead Rapporteur, the Theme Conveners and a large number of support rapporteurs enlisted from SC delegates. In practice each Theme Convener works with their support rapporteurs to compile a draft report for their Theme session and this draft report is then passed onto the lead rapporteur who edits and helps finalise the session report with assistance from the Convener and support rapporteurs. Those items on the SC agenda which are outside Theme sessions are compiled directly by the Lead Rapporteur, sometimes with the assistance of support rapporteurs and the Secretariat.
3. SC10 noted that it was a huge amount of work to compile the SC report, which is considerably longer and more complex than the TCC or Commission meeting reports, and the present approach placed a large burden on Conveners. They not only had to prepare for and chair their Theme sessions, then work with their support rapporteurs to produce a lengthy report of discussions, but also played a central role in the critical work of the SC which is to formulate the recommendations to the Commission. Noting this burden, one of the Conveners proposed a new approach as to how the scientific report be prepared.
4. Having been a Theme Convener for 10 years, the participant observed that the burden being placed on conveners had increased over the years. He stated that Conveners should be focusing on the required preparatory work, facilitating the Theme sessions, then concentrating on getting their recommendations done in a confident and efficient manner. Working with the support rapporteurs to produce a lengthy report of their session was time consuming and prevented them from fully participating in the work of SC, especially the other important Theme sessions. He proposed that SC10 recommend that the summary report be prepared by professional rapporteurs, whose sole role was to prepare the text for the report. Noting that none of the delegates selected as support rapporteurs or the conveners themselves were professional rapporteurs, the production of the report would be facilitated much more efficiently and competently by professionals. This would facilitate the smoother running of the meeting, would allow Conveners to get on with the critical task of facilitating their Theme sessions and drafting recommendations, and also allow them more time to participate in the review of the science presented during the other Theme sessions at the SC.
5. This recommendation was broadly supported by a number of other SC10 delegates, some of whom noted that rapporteuring creates a burden for some delegations.
6. The Lead Rapporteur at SC10 (Jane Broweleit) made the observation that other organizations have different models for compiling the meeting report which the WCPFC may wish to consider,

including the Antarctic Treaty Consultative Meeting (ATCM) and CCAMLR. Both have different styles of compiling their meeting report. For example, and although it depends on which government is hosting the meeting in that particular year, the ATCM's rapporteur team typically comprises a chief rapporteur plus eight support rapporteurs, who work the concurrent sessions in two groups of four. The chief rapporteur coordinates and manages the process, checks and edits the text for accuracy and against the organisation's style.

7. Taking note of the SC10 comments, it was proposed that the Conveners, together with the Lead Rapporteur, the SC Chair and the Secretariat, work intersessionally to come up with a set of guidelines for how the SC report could be best compiled in the most effective and efficient way. These guidelines could then be considered by the Commission at its meeting in December 2014. This proposal was accepted by SC10.

8. A revised version of the *Process of Developing the WCPFC Scientific Committee Report* (WCPFC-SC10-2014/GN-IP-04) is provided in **Attachment A** and a list of the benefits of adopting this approach is summarised in Table 1. This revision includes a small budgetary implication for the Commission's consideration.

9. SC8 adopted *Guidelines for SC Chairs and Conveners* (Attachment J, SC8 Report). Along with the revised process in Attachment A, these guidelines have been modified and are provided in **Attachment B** for the Commission's information.

10. While SC10 noted that there would be an additional cost of adopting this revised approach for compiling the SC report, due to the additional cost of employing two professional Support Rapporteurs (the costs associated with employing a Lead Rapporteur are already included) it was also noted that this may be off-set to some extent by the cost saving associated with not needing to have the SC report professionally edited after the SC meeting (as it would have been professionally compiled during the meeting and which is not done with the reports for the TCC and the Commission).

Table 1. List of the benefits of adopting the revised approach for compiling the SC report.

Reduce burden for Conveners	<p>At present Conveners are required to:</p> <ul style="list-style-type: none"> i) draft agendas and prepare for their Theme sessions; ii) chair their Theme sessions and facilitate discussion; iii) enlist support rapporteurs from amongst SC delegates to record discussion after each presentation; iv) using the notes supplied by support rapporteurs compile a lengthy Theme report; v) write and circulate draft recommendations and summarise comments received; vi) chair and facilitate a session for the discussion on and acceptance of final recommendations; <p>Completion of these tasks requires considerable time, usually involving a number of very late nights, and significantly impacts on the time that Conveners can be involved in the core task of the SC which is to review the science presented.</p>
Greater focus on recommendations	<p>Removing the need for Conveners to enlist and work with support rapporteurs in order to compile a lengthy report for their Theme session will allow more time for Conveners to develop and draft their Theme recommendations to the Commission which are the most important outputs of the SC meeting.</p>
Reduce burden on delegates	<p>It is difficult to participate in the discussion whilst being a rapporteur. As a consequence it is difficult for members of small delegations to act as rapporteurs and this precluded this delegation from fully participating in the review process of the SC. As a consequence, in the past there has been an over-reliance on large delegations to supply rapporteurs. The use of professional rapporteurs will allow all delegates to fully participate in the presentation and review of the science, which is their primary task at the SC.</p>
More efficient and accurate recording of discussions.	<p>None of the Conveners or delegates engaged to rapporteur Theme sessions are professionally trained rapporteurs. There can also be difficulties when the rapporteur's first language is not English. As a consequence the recording of the discussion during SC and Theme sessions is often poor and /or incomplete resulting in important comments and interventions sometimes missing from the SC report. The use of professional rapporteurs will eliminate these problems and result in a more accurate and efficient compilation of the SC report. This will also reduce the time required by the Conveners, the Lead Rapporteur and the SC to check and correct the report before adoption.</p>
No need for post-meeting editing	<p>As the report will be compiled by professional rapporteurs it is very likely that there will be no need for the report to be professionally edited after the meeting. This will result in some cost savings.</p>
Willingness to be Convener	<p>Due to the present heavy load on Conveners there appears to be reluctance at present for SC delegates to take on the role of being a Convener. This has resulted in an undue load being taken by past and present Conveners as there is often difficulty in finding a replacement. This generally results in Conveners serving for several terms. Indeed, one Convener has served for ten years. A substantial reduction in the tasks required of a Convener, including the amount of time required to be spent guiding non-professional rapporteurs, should result in a greater willingness of others to take on these roles.</p>

Attachment A

PROCESS OF DEVELOPING THE WCPFC SCIENTIFIC COMMITTEE REPORT

The SC report will be compiled by a Lead Rapporteur and two Support Rapporteurs assisted by the Theme Conveners and the Secretariat.

The overall work assignments of the Lead Rapporteur and Support Rapporteurs will be based on the terms and conditions in the contract with the Secretariat.

The Lead Rapporteur will:

1. Coordinate the preparation of the SC report and manage the duties of the Support rapporteurs.
2. Review the previous SC report and create a current SC report template based on the current SC annotated agenda.
3. Have a preparatory meeting with the Support Rapporteurs and the Secretariat prior to the Conveners and Heads of Delegation meetings in order to discuss and coordinate rapporturing arrangements. The Secretariat will finalise a list identifying the Support Rapporteur scheduled to take notes during each session and provide it to the Theme Conveners and SC Chairs. This list will also be posted on the meeting notice board so that all CCMs are informed of the Support Rapporteur arrangements for the meeting.
4. Attend the Conveners and Heads of Delegation meetings to discuss and finalise meeting arrangements and to learn of any last minute changes to the SC agenda.
5. Work with the Support Rapporteurs, Conveners and the Secretariat to compile and edit the draft SC report as outlined below.

Support Rapporteurs will:

6. Have responsibility for rapporturing the discussions during all sessions of the SC meeting.
7. Undertake rapporturing on an alternative basis, such that during any single session one Support Rapporteur take notes while the other edits and completes their notes from the previous session(s) and assists the Lead Rapporteur in compiling the draft SC report.
8. For the sessions they have rapportured, obtain a summary from each presenter and summary statements made by delegations and insert these into their Support Rapporteur notes.
9. Attend the preparatory meeting with the Lead Rapporteur and the Secretariat prior to the Conveners and Heads of Delegation meetings in order to discuss rapporturing arrangements.
10. Attend the Conveners and Heads of Delegation meetings to better understand the meeting process and arrangements and to learn of any last minute changes to the agenda.
11. Where necessary, liaise with Conveners to update their rapporteur notes in order to correctly capture points raised in the discussion during each session.

Conveners will:

12. Attend the Conveners and Heads of Delegation meetings to review the meeting agenda and other meeting arrangements.
13. At the start of each Theme session remind the plenary that presentation summaries and statements need to be provided to a Support Rapporteur or the Secretariat.
14. Liaise with the Lead and Support rapporteurs to check and finalise the draft report for their respective Theme session.

15. Compile draft recommendations for their Theme and provide a copy to the Secretariat for printing and distribution to CCMs for comment. A timetable for the distribution of the draft recommendations for each Theme will be arranged at the Conveners meeting.
16. Present the draft recommendations to the SC plenary, with suggested changes in track change mode based on comments received, and facilitate the discussion on, and adoption of, a final set of recommendations. One of the Support Rapporteurs will act as a scribe during this process. Once adopted by the plenary, these recommendations will not be revisited.

Development of the draft SC Report:

17. 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.
18. CCMs are advised that written comments for inclusion in the report should be concise and be submitted to the Support Rapporteur for that session.
19. When compiled, the draft reports for each Theme session prepared by the Lead Rapporteur, will be distributed to the respective Theme Convener for checking.
20. After being checked by Conveners, the draft reports for each Theme session will be distributed to all CCMs for comments. CCM's comments should be submitted to the Secretariat by 5pm on the following day, or by the agreed schedule. The Secretariat will collate all the attachments which should be referenced in the final SC report
21. The full draft SC report reflecting all CCMs' comments will be reviewed, finalised and adopted on the last day.

Post meeting:

22. The Lead Rapporteur will make final edits after the meeting, and submit the final report to the Secretariat in Word and pdf files by email and on a data stick.
23. The Secretariat will review the Lead Rapporteur's final version and post the adopted version on the website within one week, or shortly after.
24. CCMs will review the adopted version and provide comments to the Secretariat within an arranged time (usually two weeks).
25. The Secretariat is responsible for drafting the Executive Summary Report for review by CCMs.

Attachment B

GUIDELINES FOR THE SC CHAIR AND THEME CONVENERERS

These draft Guidelines are to update the previous Guidelines adopted by SC8.

General guidelines for the SC Chair and Theme Conveners

1. The SC Chair and Conveners will be involved with the Commission's Secretariat in developing the provisional annotated agenda.
2. The SC Chair will lead a Conveners' Meeting prior to Heads of Delegation meeting. The Meeting will consider SC meeting procedures, including reviewing the indicative schedule according to the volume of Theme papers to be covered.
3. The SC Chair and Conveners will direct discussions at the plenary, subject to the approval of Heads of Delegation.
4. The SC Chair and Conveners will make sure that all presentations and discussions should stay focused on the science and the relevant agenda item. Furthermore, while discussion on agenda items to be encouraged the SC Chair and Conveners are to remind the plenary to keep specific questions and commentary concise.
5. The SC Chair and Conveners will ensure observance of the Commission's Rules of Procedure, *mutatis mutandis*, to accord the right to speak, announce the list of speakers and, with the consent of the Scientific Committee, declare the list of speakers closed.
6. The SC Chair and Conveners should be mindful of non-English speaking delegations, particularly when text is edited on screen. Draft text will be circulated prior to being submitted for the approval of the SC. Appropriate time should then be given for plenary to consider the text prior to approval.
7. The SC Chair and Conveners, in consultation with the Secretariat, may formulate Informal Small Group (ISG) meetings that will be held, as needed, in the margin of the plenary to formulate a conceptual framework and/or develop consensus views, and submit a summary paper of the ISG meeting to the plenary for consideration. The plenary will try to make every effort to avoid duplicating discussions that were made at the ISGs. The SC Chair and Theme Conveners will consult with the facilitators of ISGs to coordinate meeting schedules.
8. SC Chair and Conveners should help develop consensus by briefly summarising discussions across the floor. They should not indulge in monologues and should remain alert to CCMs wishing to make interventions across the floor of the meeting.
9. SC Chairs and Conveners should not directly or indirectly advocate their own views or the positions of their own delegations when chairing the plenary or Theme sessions.
10. The SC Chair and Conveners will consult on how non-consensus is to be handled and accommodated into the provision of advice to the Commission. The use of break-out groups may help to achieve a consensus view.

Guidelines for the SC Chair

1. The rules and powers of the SC Chair are explained in Rule 9 of the Commission's Rules of Procedure, which is annexed below.

Rule 9 (Function of the Chairman)

1. In addition to exercising the powers conferred upon him or her elsewhere in these rules or by the Convention, the Chairman shall declare the opening and closing of each plenary meeting of the Commission, direct the discussions in plenary meeting, ensure observance of these rules, accord the right to speak, announce the list of speakers and, with the consent of the Commission, declare the list of speakers closed, put questions and announce decisions. He or she shall rule on points of order and, subject to these rules, shall have complete control of the proceedings at any meeting and over the maintenance of order thereat. The Chairman may, in the course of discussion of an item, propose to the Commission the limitation of the time to be allowed to speakers, the limitation of the number of times each representative may speak, the closure of the list of speakers or the closure of the debate. He or she may also propose the suspension or the adjournment of the meeting or the adjournment of the debate on the item under discussion.
2. The Chairman, in the exercise of his or her functions, remains under the authority of the Commission.
3. The Vice-Chairman acting as Chairman shall have the same powers and duties as the Chairman.

Guidelines for the Theme Conveners

1. Conveners will provide draft agendas for their Theme session. This will be done in consultation with the Commission's Secretariat to take account of specific requests from the Commission and with the scientists who are providing a paper to the Theme. Based on this process, Conveners will also decide which papers will be presented as Working Papers and which will be provided as Information Papers. Papers that are not relevant to agenda items should not be accepted. Information papers are not normally presented verbally but may be referred to by the SC in discussion and in formulating recommendations to the Commission.
2. The submission of papers for sessions of the Scientific Committee should be in accordance with the specified timeline. Conveners in consultation with the Secretariat should give consideration towards deadlines for submission of papers, recognizing that CCMs need time to consider the papers in consultations domestically and with other CCMs.
3. Conveners will provide guidance to each presenter on the time allowed for the presentation and discussion of their paper in order to facilitate staying within the time allocated to the Theme session.
4. Conveners will be notified by the Lead Rapporteur of the scheduling of Support Rapporteurs for each Theme session or agenda item. Conveners will also work with the Support Rapporteurs and Lead Rapporteur on the production of the final summary report for each Theme session.
5. Conveners should identify during their Theme sessions any Information Papers that support and are relevant to Working Papers presented or in line with the session agenda. Other information papers should be separated by listing directly beneath agenda related papers.
6. After the completion of presentations, and the discussion of agenda items and possible management advice, Conveners will draft recommendations and circulate these to the meeting seeking comments and feedback. Each Theme will then reconvene during a time provided for in the Meeting Agenda to undertake the final review and adoption of recommendations for their Theme. For this final

review changes made to the initial draft recommendations are to be presented in track changes format. A Support Rapporteur will assist in the finalization of the recommendations for each Theme.

7. Conveners should assist the plenary reach consensus in adopting recommendations by the plenary (the SC Chair will lead this adoption process).

8. Conveners should be mindful of the time allocated to their session and where possible take advantage of any time saving opportunities.