

**Scientific Committee**

**Eleventh Regular Session**

Pohnpei, Federated States of Micronesia

**HEADS OF DELEGATION MEETING**

4pm, 4 August 2015

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| **Agreed approach for the development of SC Summary Report** |

1. **The lead rapporteur will be responsible for capturing discussions of the plenary, including theme sessions.**
2. **Presenters will email their summaries to the lead rapporteur who will incorporate them directly into the report. While summary length is at the discretion of the presenter and may depend on the complexity of the material, presenters should aim for one good paragraph.**
3. **The Convenors will be responsible for finalising stock status, management advice and recommendations and any other decision points for incorporation into the draft summary report. These will be based on presentations and discussions at SC. The Convenors will be responsible for preparing draft recommendations and decision points and distributing them to delegates for comment. The lead rapporteur will not have a role in this except for informal guidance around discussions. The Convenors could, at their own discretion, nominate a Convenor’s assistant to provide assistance in preparing the recommendations, including in providing rationale for the stock status, management advice, recommendations and any other decision points put forward for their theme as being based on SC presentations and discussions.**
4. **Recommendations will be adopted during the theme sessions, not at the end of the meeting.**
5. **The draft summary report will be distributed intersessionally in due course to all participants for comments on their interventions.**