**Attachment D**

**The Commission for the Conservation and Management of**

**Highly Migratory Fish Stocks in the Western and Central Pacific Ocean**

**Scientific Committee**

**Eleventh Regular Session**

Pohnpei, Federated States of Micronesia

5–13 August 2015

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| WCPFC Tissue Bank Access Protocols |

**Background**

1. The WCPFC has established a tissue bank of biological samples collected from pelagic

species in the WCPO for the purposes of studies to advance fisheries management in the WCPO. The bank contains otoliths, dorsal spines, gonads, liver, muscle, stomach and blood from tuna, billfish and other pelagic species.

2. The purpose of this document is to specify the rules for scientific researchers to access these samples for the purpose of scientific study.

3. For projects approved and funded by the WCPFC, nominated researchers who have identified their need to access the WCPFC tissue bank to undertake the project do not have to follow the selection and approval process set out in paragraph 10 below. However, all the other access protocols will apply to such access.

4. In the planning stages of a project, applications by researchers to access the web-data tool for meta-data describing the WCPFC tissue bank’s samples should be sought from the WCPFC Scientific Services Provider. The Scientific Services Provider will only supply such a log-in to allow the project’s researchers appropriate access and for a limited period of time.

**Rules and Procedures**

5. Applications to access samples from the tissue bank should be addressed to the Executive Director, WCPFC Secretariat and must include:

1. WCPFC Scientific Committee Project Name and Objectives
2. WCPFC Scientific Committee Project Number or recommendation if these exist
3. Specification of the samples to be withdrawn from the bank (number, type, species, size of sample and proportion of available sample to be used, any location/sex/date limits, etc.)
4. The methods for processing and analyses of the samples (in particular whether the method will destroy part or all of a sample, and what sample record will be retained, e.g. sectioned otolith slides)
5. Past contributions to the tissue bank by the researcher or CCM
6. Intended collaborations with other researchers or institutions
7. Timeline for the study and intended outcomes.

Additional information may be requested from the researcher by the WCPFC Research Sub-Committee or the WCPFC Secretariat to assist in considering the application.

6. It will be a requirement of access to the WCPFC tissue bank for the researcher or CCM to provide an annual report to the Executive Director, WCPFC Secretariat. This must include documentation of raw and analysed results, however this does not imply a requirement for this data to be publicly available. When data can be made publicly available a report to WCPFC’s Scientific Committee is required on progress of the study. The reports must follow WCPFC standards and must include method description and meta data. All data will become publicly available 5 years after WCPFC Secretariat determines the project analyses are complete or at WCPFC’s discretion.

7. The WCPFC Research Sub-Committee will give consideration to the sequencing of analyses such that those which involve the samples being destroyed or modified are undertaken last when approving applications. For example otolith weight and morphometric analyses may be prioritised before sectioning, which may be prioritised before chemical analyses.

8. Where the analyses involve the preparation of secondary products such as sectioned otoliths and histological slides these products are to be provided to the WCPFC tissue bank at the completion of the study for future curation, comparative reference and study.

9. Researchers or CCM’s must acknowledge the WCPFC tissue bank in any publication of results from the study undertaken.

10. The selection and approval of projects will be determined by the WCPFC Research Sub-Committee. This sub-committee may meet within the margins of WCPFC meetings or electronically. This sub-committee will prepare and submit a summary of its decision on each project proposal to the WCFPC Executive Director for final approval. Decisions should be taken within 30 days of the application being received. The project approval process will consider, inter alia, the following:

1. Preferential access to the tissue bank will be given to researchers or WCPFC CCM’s who have contributed samples to the collection.
2. Preferential access to the tissue bank will be given to collaborative projects with priority to those where the collaboration includes the WCPFC Science Services Provider and more than one WCPFC CCM.
3. Priority will be given to requests that are part of the WCPFC Scientific Committee’s research and work plan and those projects whose spatial scale is regional in preference to local.
4. Past participation with those who acknowledge the source of the samples and provide secondary products as required above given priority.

11. Once approval for access to samples from the tissue bank has been provided by the WCPFC Research Sub-Committee the researcher/CCM will enter into a formal agreement with the Secretariat of the WCPFC that will specify access requirements, reporting and any data confidentiality that the WCPFC may require.

12. A reasonable fee may be charged for the cost associated with preparing the samples for shipping and cost recovery for freight or transport agent fees and freight (loss and damage) insurance. An additional fee will be charged to applications from researchers or institutions who are not associated with WCPFC CCMs. This fee will be based on the full cost recovery of the collection of samples requested (estimated at USD10 per sample in 2015). The total amount of this second fee that is collected in each year will be used to offset WCPFC’s costs of running the tissue bank in the following year.