



**SCIENTIFIC COMMITTEE
SIXTEENTH REGULAR SESSION
ELECTRONIC MEETING
12-19 August 2020**

**HEADS OF DELEGATION MEETING
PROVISIONAL AGENDA
13:00 Pohnpei Time, Tuesday, 11 August 2020**

WCPFC-SC16-2020/086

1. General Announcements

- 1) A Zoom link will be sent to all participants by Monday, 10 August 2020 for HODs and SC16. Participants can click on the link to participate in the HODs and SC16 meeting.
- 2) The Officials that are permitted to participate in the online HOD meeting include:
 - (1) HOD plus one (1) other connections per CCM;
 - (2) Two connections each for the FFA Secretariat and PNA Office;
 - (3) Two connections for the Scientific Services Provider; and
 - (4) Secretariat staff.
- 3) The SC16 meeting starts at 11am (~~13:00~~) in Pohnpei time every day except one day. On Friday, 14 August, SC16 plenary meeting will start at 4pm (16:00) in Pohnpei time.
- 4) The duration of the meeting will be maximum four (4) hours per day: 1.5-hour meeting, 30 minutes break and 2-hour meeting.
- 5) No meetings on 15 (Saturday) and 16 (Sunday) August 2020.
- 6) ICT Team is available for any questions during the meeting: ITSupport@wcpfc.int
- 7) Other issues?

2. Review of Provisional Agenda

- 1) Under Agenda Item 5 (Future Work Programme and Budget), we will review all ongoing projects and associated recommendations for the adoption of 2021 work programme and budget and provided to the Commission as SC16's recommendation. Any new and follow-up projects with terms of references will be reviewed if those projects are necessarily essential to the work of the Commission's science for 2021. Consideration of other projects will be deferred to SC17.

- 2) Under Agenda Item 7 (Other Matters), SC16 will note the discussion summary from each online discussion forum topic. Subject to HOD's consideration, other matters will be covered under this Agenda Item.

3. SC Officers and Theme Conveners

- 1) Current SC officers and theme conveners are listed below.

Chair	Ueta Jr. Faasili (3); ueta.faasili@maf.gov.ws
Vice Chair	Tuikolongahau Halafihi (1); supi64t@gmail.com
ST Theme	Valerie Post (3); valerie.post@noaa.gov
SA Theme	Keith Bigelow (2); keith.bigelow@noaa.gov Hiroshi Minami (3); hminami@affrc.go.jp
MI Theme	Robert Campbell (11); robert.campbell@csiro.au
EB Theme	John Annala (6); john.annala@mpi.govt.nz Yonat Swimmer (2); yonat.swimmer@noaa.gov

(x): number of years of convenorship

- 2) Adoption of recommendations
- Theme Conveners will draft recommendations including stock status and management advice, and send the electronic files to the Secretariat (sungkwon.soh@wcpfc.int).
 - All draft recommendation files will be posted in the secured Draft Documents section under the SC16 website.
 - Each delegation will submit their compiled comments (one submission per delegation) to the relevant Theme Convenor(s).
 - Theme Conveners will send the final draft recommendations to the Secretariat and the Lead Rapporteur (mark.smaalders@gmail.com).
 - Assisted by the Lead Rapporteur, Theme Convenor(s) will clear the recommendations in the plenary and SC Chair will formally adopt all recommendations.

4. Reporting arrangements

- Lead rapporteur: Mr Mark Smaalders, mark.smaalders@gmail.com (SC6, SC14, SC15)
 - Conveners may select support rapporteurs to provide meeting minutes, especially for technical sessions, to the lead rapporteur.
- Document control
 - Submit all new/revised meeting documents and agreed recommendations and decision points to the Science Manager (sungkwon.soh@wcpfc.int) by email.
 - Prior to their presentation, all presenters submit their presentation files to the Science Manager by email.
 - All presenters should submit 1-2 paragraph summary of their presentations to the Lead Rapporteur.
 - After lengthy interventions, send the text to the Lead Rapporteur (mark.smaalders@gmail.com) by email.
- SC16 Summary Report
 - Lead rapporteur will produce a draft summary report within a week after SC16.
 - Theme conveners will review the draft Summary Report before distribution to all participants.
 - Secretariat will prepare the Executive Summary.

v) The Summary Report including the Executive Summary will be adopted intersessionally.

4) Indicative time schedule for the finalization of SC16 Summary Report

Tentative Schedule	Actions to be taken
19 August	Close of SC16 By 28 August, SC16Outcomes Document will be distributed to all CCMs and observers (within 7 working days, Rules of Procedure).
26 August	Secretariat will receive Draft Summary Report from the rapporteur.
4September	Secretariat will clear the Draft report and distribute the cleaned report to all Theme Convenors for review.
11 September	Theme conveners will review the report and return it back to the Secretariat
18 September	The Secretariat will post/distribute the draft Summary Report to all for CCMs' and Observers' review
30 October	Deadline for the submission of comments from CCMs and Observers

5. Informal Small Group (ISG) meetings?

- Try to cover all issues in the plenary.

6. Next meeting venue

- SC17 in 2021: Tonga offered to host in 2021, and Palau offered to serve as host in 2021 should circumstances prevent Tonga from hosting.
- SC18 in 2022?

7. Other Matters