



## Annex 17: Guidelines for the work and structure of the SC

---

### Suggested Framework for the Scientific Committee and its Working Groups and Task Teams

*SC Chairperson*

#### 1. Introduction

This document follows from SC10-Doc11 and provides an update of the information contained in said document. The purpose of this document is to:

- a. provide a clear picture of the current SC working groups and task teams
- b. propose a standardised framework for the various working groups and task teams

This document was prepared by the SPRFMO Secretariat and considered similar frameworks in other international organisations.

**The SC is asked to:**

- **note** this document, and
- based on the information herein provided, **adopt** a working structure and standards that support the work of the SC and aligns with the SPRFMO Rules of Procedure.

#### 2. Background on Current SC Working Groups

At its first annual meeting in La Jolla, USA, in 2013, the SPRFMO Scientific Committee agreed on the creation of two Working Groups (WGs): the Jack Mackerel Working Group and the Deepwater Working Group. These WGs followed on from the former Jack Mackerel and Deepwater sub-groups that previously operated under the Science Working Group framework prior to the entry into force of the SPRFMO Convention. The SC also agreed that:

- WGs should have a chairperson (appointed by the SC), and that
- WGs should meet annually.

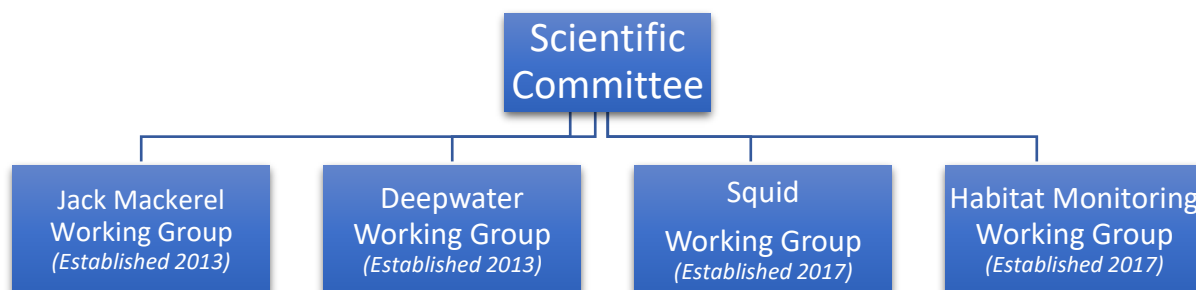
Although earlier workshops had been held, the first designated Scientific Committee workshop (SCW1) was held in 2015 just prior to the 2015 Annual SC meeting in Port Vila, Vanuatu. Subsequently the Scientific Committee workshop has held 16 such workshops either in-person, virtually or in-hybrid mode. These workshops are often, but not always, convened in association with the SC meeting.

At its fourth annual meeting (2016), the SC created a squid subgroup and appointed a chairperson. By the fifth SC annual meeting, and following the first squid workshop, the subgroup went on to be known as the Squid Working Group.

At its fifth annual meeting (2017), a proposal to create a task team on ecosystem and habitat monitoring was put forward. SC5 decided that creating a WG on the wide theme of “ecosystem monitoring” was appropriate and recommended evaluating the possibility of constituting a dedicated group and at its sixth annual meeting (2018), the SC recommended the creation of a WG now referred to as Habitat Monitoring Working Group. Two delegates were selected to share the co-chairing of this WG. The

Habitat Monitoring Working Group was the first SC WG to have set Terms of Reference<sup>6</sup> that were agreed by the SC.

Currently, the SC has four standing Working Groups, which provide input related to their specific thematic area which is forward to the SC Committee for further consideration.



Different intersessional task teams, ad-hoc working groups, expert groups, and subgroups have been created throughout the history of the SC, as necessary.

### 3. Current and historic SC Working Structure

The following table indicates what the different groups have been formed under the Scientific Committee (active groups are marked Green):

Subject	Designation	Lead	Years of operation
Deepwater*	Working Group	Chairperson Rodolfo Serra (2013,14) Mauricio Galvez (2016) John Syslo (2021+)	2013+
Jack Mackerel*	Working Group	Chairperson Jim Ianelli (2013-18) Martin Pastoors (2019-22?) Niels Hintzen (2022-24)	2013+
Jack mackerel age and growth	Task Team	Chairperson Rodolfo Serra (2013) Francisco Cerna (2014)	2013-2016
Fisheries dependent acoustic data	Task Group	Coordinator <sup>7</sup> Francois Gerlotto (2014-17)	2014-2017
Squid	Working Group	Co-chairpersons: Ignacio Paya (2023) Gang Li (2016+)	2016+
Observer programme	Ad-hoc WG		2016
Habitat Monitoring	Task Team	Co-chairpersons E. Yañez (2017) F. Gerlotto (2017)	2017

<sup>6</sup> Both the Jack mackerel and Deepwater Sub-Groups had interim terms of reference agreed during the 5<sup>th</sup> SWG meeting.

<sup>7</sup> Initially appointed as a chairperson, title changed in later SC reports.

<b>Habitat Monitoring*</b>	Working Group	Co-chairpersons <sup>8</sup> Mariano Gutiérrez (2018+) Aquiles Sepúlveda (2018+)	2018+
<b>Revision of the BFIAS</b>	Small intersessional WG	Australia/New Zealand	2019
<b>Management Strategy Evaluation</b>	Task group	Coordinator Niels Hintzen (2019, 2020)	2019,20
<b>Develop work plan</b>	Small intersessional WG	Coordinator Secretariat	2020
<b>Symposium on the State of Art Habitat Monitoring</b>	Steering committee	Project leads: Aquiles Sepúlveda and Mariano Gutiérrez (2020+)	2020-23
<b>Jack mackerel ageing analysis</b>	Task group	Coordinator: Ignacio Payá (2021+)	2021+
<b>Analysis of Assessment Methods</b>	Subgroup of specialists	Coordinator: Mariano Gutiérrez (2022+)	2021+
<b>Classification of fishing fleets regarding acoustic data collection capacities</b>	Subgroup of specialists	Coordinator: Mariano Gutiérrez (2022+)	2021+
<b>Jack mackerel Connectivity</b>	Task group	Co-chairpersons: Fabrice Stephenson, Giovanna Sotil, Sebastián Vásquez (2022+)	2022+
<b>Species Composition</b>	Task group		2022,23
<b>Squid Assessment Simulation</b>	Task Team	Coordinator: Ricardo Oliveros (2024+)	2023-25

\*Indicates that a new Chairperson of the Working Group will need to be elected at the SC12 (2024) meeting.

## 4. Proposals for adoption

The Scientific Committee generally works in a more informal way than the Commission. The ability of the SC to remain a flexible body has always been considered a strength. The ever-increasing workload of the SC, however, requires that minimum standards, transparency, and best practices are observed and enforced in its work. It is important to be mindful and respectful of people's time; if we strive to plan activities as far in advance as possible, they are more likely to be successful, thus progressing the workplan and achieving the outcomes the Commission expects from the SC.

### a. Proposed SC work framework

The Secretariat proposes the following framework to guide the formation and working structure for Scientific Committee created Working Groups and Task Teams. As part of good practice all working groups and Task Teams should have defined Terms of Reference<sup>9</sup>.

<sup>8</sup> Initially Dr Gutierrez was appointed as chairperson, with Dr Sepulveda as vice and in 2019 the current co-chairperson arrangement was put in place.

<sup>9</sup> ToRs should be developed (revised) and agreed for each current WG

TYPE OF GROUP	Lead	Participation	Operation	Support
<b>Working Group</b> <i>(Permanent unless otherwise decided)</i>	Chairperson selected by the SC from amongst Members and CNCPs. 2-year term as per the SC.	SC members plus SC invited experts.	Meets at least once a year and reports to the SC. Has a standing item in the SC agenda for this purpose.	Intersessional work to be supported by the Secretariat or by SC funds for this purpose.
<b>Task Team</b> <i>(Temporary 1-3 years)</i>	Coordinator selected by the Task Team from SC members.	SC members. Open to interested external experts.	Meets intersessionally. Convened to progress specific items of work.	Operates autonomously. Limited Secretariat support.

### b. Working Groups

The Chairpersons of the Working Groups are elected by the Scientific Committee from among the Contracting Parties or Cooperating Non-Contracting Parties for a term of two years. Working Group Chairs are eligible for re-election for more than two consecutive terms.

The Chairpersons of the Working Groups shall organise at least one preparatory meeting prior to the annual meeting of the SC to discuss the documents submitted for the forthcoming annual meeting and draft recommendations.

WG Chairpersons are responsible for inviting the SC to all activities of the WG and for reporting to the SC on all activities of the WG.

### c. Task Teams

Task Team Coordinators are elected by the members of the Working Group to which they belong from any member of the Scientific Committee, including Observers, for the planned duration of the Task Team. The Task Team is required to submit at least one report to the annual meeting of the SC summarising the progress made during the intersessional period. Task Team Coordinators report to the WG Chair and present a progress report at WG meetings. Task Team workshops are submitted to WG chairperson for consideration and diffusion to SC members.

### d. Suggested Intersessional Work Standards

TYPE OF MEETING	Lead	Participation	Operation	Support
<b>Scientific Committee Workshop (SCW)</b>	The SC Chairperson or convening WG Chairperson	SC members plus SC invited experts	As per the SC, the requirements of the rules of procedure (registration and credentials) are enforced, and a dedicated web page is set up to collate and retain all the papers and reports.	Supported by the Secretariat to the same level as an SC meeting.

<b>Other workshops (for WGs or TTs as necessary)</b>	The convening Chairperson or coordinator	SC members. Open to external experts	As decided by the WG or Task Team consistent with its ToR.	Operates autonomously. Limited Secretariat support
<b>Preparatory Sessions</b>	The WG Chairperson	SC members plus SC invited experts	Most commonly, virtual.	Supported by the Secretariat.
<b>Virtual meetings</b>	The SC Chairperson or convening WG Chairperson	SC members plus SC invited experts	Virtual.	Supported by the Secretariat

#### e. Scientific Committee Workshops

SC workshops are normally held in person and should be scheduled as far in advance as possible, ideally at least **105 days prior** - this information for the meeting, including materials, should be sent to the Secretariat by the SC/WG Chair; meeting materials, agenda and links should be circulated by the Secretariat at least **90 days prior**.

#### f. Other Workshops

Workshops held in person should be scheduled as much in advance as possible and announced ideally at least **45 days prior** –this information for the meeting, including materials, should be passed on to the Secretariat by the SC/WG Chairperson; meeting materials, agenda and links should be circulated by the Secretariat no later than **30 days prior**.

Workshops held virtually should be scheduled as much in advance as possible and announced ideally at least **21 days prior** –this information for the meeting, including materials, should be passed on to the Secretariat by the SC/WG Chairperson; meeting materials, agenda and links should be circulated by the Secretariat no later than **14 days prior**.

#### g. Preparatory meetings

Working Group Preparatory Meetings should be organised at least **30 days before** the SC Annual Meeting. The preparatory meeting of the SC should be organised at least **14 days before** the annual meeting of the SC.

Preparatory meetings should be scheduled as much in advance as possible and announced ideally at least **21 days prior** –this information for the meeting, including materials, should be passed on to the Secretariat by the SC/WG Chairperson; meeting materials, agenda and links should be circulated by the Secretariat no later than **14 days prior**.

#### h. Virtual meetings

Virtual meetings should be scheduled as much in advance as possible and announced ideally at least **14 days prior** –this information for the meeting, including materials, should be passed on to the Secretariat by the SC/WG Chairperson; meeting materials, agenda and links should be circulated by the Secretariat no later than **7 days prior**.

### i. Invited Experts

The Scientific Committee may find beneficial to invite experts to their annual meetings to contribute with their expertise and support its work. Specific topics where additional expertise is needed can be discussed during the annual meeting.

Invited experts are proposed by SC Chairperson after coordination with WG Chairpersons and suggestions from SC Members. Suggestions can be submitted to the SC Chairperson before or during the first virtual meeting of the SC. The SC Chairperson submit the list of Invited Experts to the SC for consideration and agreement at least **120 days before** the SC Annual Meeting and instruct the Secretariat to invite the experts afterwards.