

14th MEETING OF THE SCIENTIFIC COMMITTEE

7 to 12 September 2026, Tórshavn, Faroe Islands

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Consolidated Guidelines for the Work of the SPRFMO Scientific Committee

Chairperson of the Scientific Committee / Secretariat

Summary

This document is presented at the request of the SC Chairperson for the Secretariat to consolidate three existing Scientific Committee guidance documents into a single reference document for the SC:

- Guidelines for the Work and Structure of the Scientific Committee, adopted at SC12;
- Scientific Committee Guidelines for Annual Reports (2019); and
- Scientific Committee Protocol for Papers to be Submitted to the SC (2019).

The purpose of this consolidation is to provide SC participants with one clear and practical source of guidance covering the organisation and conduct of the Committee's work, including its Working Groups and Task Teams, intersessional activities, Annual Reports, scientific papers, presentations and the development of advice to the Commission.

The consolidated Guidelines also incorporate the additional document requirements agreed through the 2026 SC coordination web meeting, namely the inclusion in submitted papers of a concise summary, a plain-language summary for managers, and an explicit indication of the paper's linkage to the relevant Working Group Terms of Reference, Multiannual Workplan task, Commission request or other applicable mandate.

In consolidating the material, the Secretariat has sought to retain the substance of the existing guidance while reorganising and updating it into a more accessible and enduring operational reference.

The Scientific Committee is invited to:

- ***review the consolidated Guidelines for the Work of the SPRFMO Scientific Committee;***
- ***consider and agree any amendments required;***
- ***endorse the consolidated Guidelines as the principal reference document for the organisation and conduct of the work of the Scientific Committee; and***
- ***agree that the consolidated Guidelines supersede the three existing standalone guidance documents listed above.***



ANNEX 1

Guidelines for the Work of the SPRFMO Scientific Committee

1. Purpose and scope

These Guidelines provide the principal operational reference for the organisation and conduct of the work of the SPRFMO Scientific Committee (SC), including its Working Groups, Task Teams, intersessional activities, Annual Meeting, scientific submissions and reporting processes.

They are intended to assist all SC participants — including new participants, Working Group Chairpersons, Task Team Coordinators, paper authors and invited experts — in understanding:

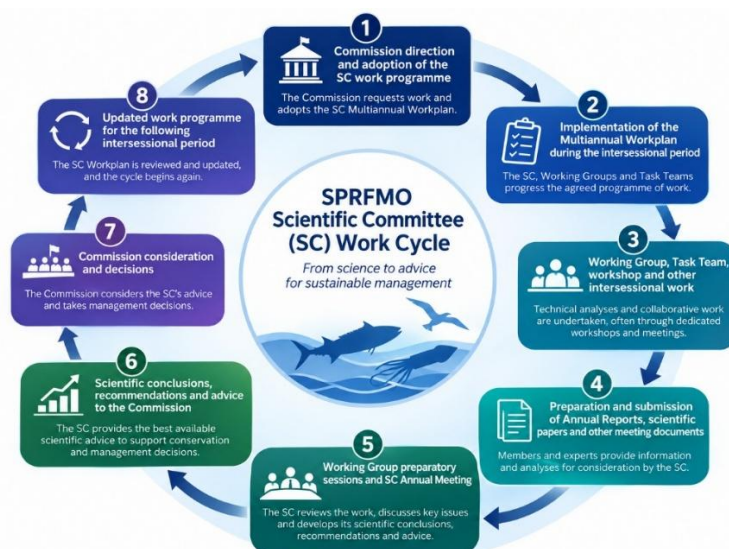
- how the Scientific Committee organises and progresses its work;
- the respective roles of the SC, Working Groups and Task Teams;
- how the Multiannual Workplan guides intersessional activities;
- how SC meetings, workshops and other intersessional activities are organised;
- the purpose and expected content of Annual Reports;
- the requirements for papers and presentations submitted to the SC;
- how individual pieces of scientific work relate to the Committee's agreed programme and priorities; and
- how scientific work is developed into conclusions, recommendations and advice to the Commission.

These Guidelines complement the SPRFMO Convention, Rules of Procedure, applicable Conservation and Management Measures (CMMs), decisions of the Commission and specific Terms of Reference adopted for SC bodies. Where any inconsistency arises, those instruments take precedence.

2. How the Scientific Committee Works

2.1. The Scientific Committee work cycle

The work of the Scientific Committee is continuous and extends beyond its Annual Meeting. Its activities can generally be understood as a recurring cycle:





The Commission may request specific scientific work from the SC through CMMs, Decisions, meeting outcomes reflected in meeting reports. These requirements are typically incorporated as appropriate into the SC Multiannual Workplan.

The Annual Meeting of the Scientific Committee is therefore a **culmination of the preceding intersessional period** and the point at which the Committee reviews progress, agrees scientific advice and plans its future work for Commission endorsement.

2.2. The Multiannual Workplan

The Scientific Committee Multiannual Workplan is the principal planning instrument for the Committee's short- and medium-term scientific programme.

It identifies, as appropriate:

- the scientific activity or task;
- the Working Group or area of work to which it relates;
- the expected period of implementation;
- the Member, group, Chairperson, Coordinator or Secretariat lead;
- funding or resource requirements; and
- activities extending across more than one intersessional period.

The workplan is used throughout the year as the primary reference for determining which intersessional activities need to progress and how individual pieces of scientific work contribute to the overall programme of the Committee.

The workplan operates on a rolling multi-year basis. During each Annual Meeting, the SC reviews progress against the current Commission-adopted workplan and may recommend that activities be continued, amended, rescheduled or added in response to new scientific or management needs.

The resulting updated draft workplan is submitted to the Commission for consideration and adoption. Once adopted, it provides the agreed framework for the following intersessional period.

2.2.1. Relationship between scientific submissions and the Workplan

Scientific work submitted to the SC should, wherever applicable, contribute directly to an activity identified in:

- the Commission-adopted Multiannual Workplan;
- the Terms of Reference of the relevant Working Group or Task Team;
- a specific request of the Commission or requirement contained in a CMM; or
- another matter formally referred to the Scientific Committee.

Authors are therefore expected to identify the relevant linkage when submitting papers to the SC. This assists Working Groups, the SC Chairperson and participants in understanding why the work is before the Committee, what stage of the broader work programme it addresses and what action or advice is expected from the SC.



3. Structure of the Scientific Committee

3.1. Working Groups

Working Groups are the SC's standing technical groups for major areas of scientific work. Unless otherwise decided by the SC, they operate on an ongoing basis and report to the Scientific Committee.

Each Working Group has agreed Terms of Reference defining its scope, responsibilities and principal areas of work.

3.1.1. Working Group Chairpersons

Working Group Chairpersons are selected by the Scientific Committee in accordance with the applicable SC arrangements and Rules of Procedure.

Working Group Chairpersons are responsible for:

- coordinating the work of the Working Group;
- maintaining awareness of relevant Multiannual Workplan tasks;
- supporting the planning and progression of intersessional activities;
- convening Working Group meetings and preparatory sessions as required;
- ensuring that SC participants are informed of Working Group activities;
- coordinating, as appropriate, with Task Team Coordinators;
- reviewing documents submitted within the Working Group's area of responsibility;
- facilitating development of Working Group conclusions and recommendations; and
- reporting Working Group activities and recommendations to the Scientific Committee.

Working Groups should meet at least annually and have a standing opportunity to report their work to the Scientific Committee. Where required, and if time and logistics allow, Working Groups can also have a pre-SC focused session to discuss submitted documents and begin developing recommendations.

3.2. Task Teams

Task Teams are temporary technical bodies established to progress a defined piece of scientific work.

They have:

- a clearly defined purpose;
- specific Terms of Reference;
- identifiable expected outputs;
- a designated Coordinator;
- an anticipated timeframe; and
- a clear relationship with a Working Group or the Scientific Committee.

Task Teams are normally established for a limited period and work primarily during the intersessional period. They may include interested external experts where this assists completion of the technical work.

The Task Team Coordinator is responsible for coordinating the work of the group and reporting progress to the relevant Working Group and, ultimately, to the SC.

Each Task Team should provide at least one report to the Annual Meeting describing progress made during the intersessional period, results achieved, outstanding work and any recommendations requiring Working Group or SC consideration.



Task Teams should not become standing bodies by default. Where work may remain necessary beyond the originally anticipated period, the SC periodically reviews whether the Task Team should continue, be reconstituted or conclude.

3.3. Other technical arrangements

The SC may establish other temporary arrangements where necessary, including:

- ad hoc groups;
- specialist groups;
- steering groups;
- project groups;
- drafting groups; and
- other collaborative scientific arrangements.

Their scope, duration and reporting arrangements should be proportionate to the task being undertaken and should be clear to participants.

Where practicable, new technical activities should be connected to an existing Working Group or identified Multiannual Workplan task rather than creating additional permanent structures.

4. Intersessional Work

4.1. General principles

Intersessional work is an integral part of the Scientific Committee's programme.

Activities should be held well in advance of the SC Annual Meeting –i.e., **meetings (virtual or in person) should not be scheduled for the 30 days preceding the SC annual meeting**; activities should be planned and announced as far in advance as practicable (**at least 120 days prior**) so that Members can identify appropriate expertise, arrange participation, complete preparatory work and make any necessary travel or funding arrangements.

When planning intersessional work, consideration should be given to:

- the relevant Multiannual Workplan task;
- the objective and expected output of the activity;
- whether an additional meeting is necessary or whether work can be progressed by correspondence or through an existing meeting;
- the availability of relevant experts;
- the implications for Members with small scientific delegations;
- coordination with other SC meetings and workshops;
- Secretariat resources and support requirements; and
- any associated budget requirements.

The dates of activities, especially meetings, should be coordinated to the greatest extent possible across Working Groups by the chairpersons and with the Secretariat and unnecessary virtual meetings avoided.



4.2. Types of intersessional meetings

4.2.1. Scientific Committee Workshops (SCWs)

A Scientific Committee Workshop is a formal SC technical meeting convened to progress a significant scientific workstream.

SC Workshops are normally convened by the SC Chairperson or the relevant Working Group Chairperson and may include SC participants and invited experts.

They operate with meeting arrangements comparable to an SC meeting, including appropriate registration and credential requirements and a dedicated meeting webpage or repository through which documents and reports are made available and retained.

SC Workshops are normally held in person and should be scheduled well in advance, preferably planning at least 120 days in advance, with meeting materials, agendas, and related information circulated at least 90 days before the workshop.

4.2.2. Other Working Group or Task Team workshops

Working Groups and Task Teams may convene other workshops where necessary to progress technical work.

These workshops may be in person or virtual and may include external experts where appropriate.

For in-person workshops, announcements are recommended at least 120 days beforehand, and circulation of meeting materials at least 90 days in advance.

For virtual workshops, announcement ideally occurs at least 60 days beforehand, with meeting materials circulated at least 30 days before the meeting.

4.2.3. Preparatory meetings

Working Group preparatory meetings are intended to allow participants to consider documents submitted for the forthcoming SC Annual Meeting, identify key technical issues and begin developing Working Group conclusions and recommendations before the relevant plenary discussion.

Working Group preparatory meetings should normally take place at least 30 days before the Annual Meeting.

A preparatory meeting of the Scientific Committee may also be organised, normally at least 14 days before the Annual Meeting.

4.2.4. Other virtual meetings

Virtual meetings may be used where necessary to coordinate or progress intersessional work.

They should be scheduled as far in advance as practicable. The announcement should be circulated at least 14 days in advance, and circulation of relevant materials and access details no later than seven days before the meeting.

Virtual meetings should have a clear purpose and expected outcome and should not be convened where the matter can reasonably be progressed through existing work arrangements.

4.3. Meeting planning and Secretariat support

The Chairperson or Coordinator responsible for an intersessional meeting should provide the Secretariat with sufficient advance information to enable appropriate arrangements to be made:

- meeting title and purpose;
- proposed date, time and duration;



- convening Chairperson or Coordinator;
- expected participants;
- draft agenda;
- background material;
- expected outputs;
- registration or credential requirements, where applicable;
- requirements relating to invited experts;
- whether a report will be produced; and
- any financial or logistical support required.

The level of Secretariat support will depend on the type of meeting. Formal SC Workshops receive a higher level of Secretariat support, while smaller Working Group and Task Team activities may operate with more limited support.

4.4. Invited experts

The Scientific Committee may invite external experts where specialist expertise would materially assist its work.

The need for expertise should normally be identified early enough (if possible, in the Workplan) to allow the SC to agree the proposed experts and for the Secretariat to arrange their participation.

The SC Chairperson, following coordination with Working Group Chairpersons and taking account of suggestions from SC Members, may propose invited experts for SC agreement 120 days before the relevant Meeting.

Where an expert is invited for a particular technical task, the purpose of the invitation and expected contribution should be clearly identified.

5. Documents for the SC annual meeting

5.1. Types of documents

Documents submitted to an SC Annual Meeting generally fall into the following categories. Authors should reference the basis of all reports where applicable, such as CMM reporting requirements or SC requests.

5.1.1. Annual Reports

Provisions from Conservation and Management Measures (CMMs) require Members and CNCPs to submit Annual Reports to the Scientific Committee. Annual reports provide a concise overview of the fishing, research, data-collection and management activities undertaken by each Member or CNCP during the preceding year.

They are intended to inform the Scientific Committee and support its deliberations. They do not replace formal data submissions required under applicable CMMs and are not intended to substitute for detailed scientific papers.

5.1.2. Meeting Papers

Meeting papers contain scientific analyses, technical work, proposals or other substantive material intended for consideration by the Scientific Committee under an item of the Provisional Agenda.



5.1.3. Information Papers

Information Papers provide material relevant to the work of the Committee but which may not require substantive consideration or a specific decision by the SC.

5.1.4. Late Papers

Papers received after the applicable submission deadline are identified as Late Papers. Their acceptance for consideration is subject to the Scientific Committee in accordance with the Rules of Procedure.

5.1.5. Exploratory Fishery Proposals

Exploratory Fishery Proposals are subject to the specific submission requirements and deadlines established in the applicable CMM, together with any checklist or assessment process agreed by the Scientific Committee.

Authors should consult the current applicable CMM and SC guidance rather than relying on historical deadline references.

6. Annual Reports to the SC

6.1. Purpose of Annual Reports

Members and CNCPs submit Annual Reports to keep the Scientific Committee informed, in a concise and consistent format, of their fishing, scientific, data-collection and relevant management activities during the preceding year.

A nil report should be provided where there has been no fishing activity in the Convention Area. Reporting relevant information concerning straddling stocks and other stocks of interest to the Committee is encouraged.

Annual Reports have two complementary functions:

- to provide the SC with contextual information necessary to understand developments in SPRFMO fisheries and scientific activities; and
- to support reporting obligations established in relevant CMMs.

The applicable CMM references should be reviewed periodically because reporting requirements may change as measures are amended.

6.2. Recommended content of Annual Reports

Annual Reports should be concise and focus on information relevant to the Scientific Committee.

Where applicable, they should address the following areas.

6.2.1. Description of fisheries

Provide an overview of fisheries conducted by the Member or CNCP, including:

- fleet composition;
- changes in fleet composition or operation;
- summary information on fishing effort and catches;
- gear types, seasons and areas; and
- significant changes or new developments during the preceding year.

Where useful, information may provide a multi-year context to enable trends to be understood.

6.2.2. Catch, effort and CPUE

Provide summary information describing relevant trends in:



- fishing effort;
- catch by target species;
- bycatch, associated and dependent species; and
- nominal CPUE for the principal fisheries.

Scientific names should be used where appropriate and species should be identified taxonomically as accurately as practicable.

6.2.3. Fisheries data collection and scientific research

Describe:

- national fisheries data-collection systems;
- relevant changes or improvements during the year;
- scientific surveys;
- stock assessments and other analyses;
- sampling programmes and coverage; and
- other research relevant to SPRFMO.

6.2.4. Biological sampling

Provide an overview of biological and size-frequency sampling and, where available, summary information on length, age or other relevant biological composition of catches.

6.2.5. Ecosystem considerations

Where applicable, report information concerning:

- seabird mitigation;
- interactions with seabirds;
- marine mammals;
- reptiles;
- other species of concern;
- Vulnerable Marine Ecosystem encounters; and
- abandoned, lost, discarded or retrieved fishing gear.

6.2.6. Observer programmes

Provide information relevant to implementation of observer programmes, including:

- programme design;
- observer allocation;
- coverage;
- training;
- types of information collected;
- bycatch monitoring;
- operational or safety issues; and
- material changes or improvements during the preceding year.

The original Annual Report guidance contains further detail on these elements.

6.3. Annual Report summary

Each Annual Report should include a concise one- to two-paragraph executive summary suitable for incorporation, where appropriate, into the SC annual meeting report or its annexes.



7. Scientific Papers and Other Submissions

7.1. General principle

Scientific papers submitted to the SC should enable participants to understand:

- Why is this work being presented?
- What was done?
- What was found?
- How does it relate to the SC work programme?
- What does the author need from the Scientific Committee?

The purpose of the paper should therefore be evident without requiring participants to infer its relationship to the broader SC programme.

7.2. Required front-page information

Each substantive paper submitted for consideration by the Scientific Committee should contain, near the beginning of the document, the following information.

7.2.1. Summary

Each paper should include a concise one paragraph executive summary to assist preparation of the SC report describing:

- the purpose of the work;
- the principal approach or analysis;
- the main findings; and
- the principal conclusion or recommendation.

7.2.2. Summary for managers

A short plain-language explanation written for decision-makers who may not have specialist expertise in the subject should explain:

- what issue was examined;
- why it matters for SPRFMO;
- the principal finding;
- the main uncertainty or limitation, where important; and
- the potential implication for scientific advice or management.

The Summary for Managers should not simply reproduce the technical abstract in less technical language. Its purpose is to communicate the decision relevance of the work.

7.2.3. Linkage to the SC work programme

The paper should identify the specific basis for its submission, where applicable:

- **Multiannual Workplan task/code:** [insert]
- **Working Group or Task Team Terms of Reference:** [insert relevant item]
- **Commission request / CMM / Decision:** [insert reference]
- **SC agenda item:** [insert]

Where a paper does not arise from an existing workplan or Terms of Reference item, the author should briefly explain why the work is relevant to the Scientific Committee.



7.2.4. Action requested from the SC

Authors should clearly identify what they are asking the Scientific Committee to do. For example:

- For information
- Review and provide technical feedback
- Endorse a scientific method or approach
- Agree a conclusion
- Recommend further work
- Provide scientific advice to the Commission
- Recommend an amendment to the Multiannual Workplan

Where appropriate, proposed recommendations or advice should be stated explicitly and in the summary.

7.3. Recommended structure of scientific papers

The precise structure will depend on the subject and nature of the scientific work. As a general guide, substantive papers should contain:

1. Summary
2. Summary for Managers
3. Linkage to SC work programme
4. Action requested from the SC
5. Background / Introduction
6. Methods / Data
7. Results
8. Discussion
9. Uncertainty and limitations
10. Conclusions
11. Recommendations or proposed next steps
12. References
13. Annexes, where required

Not every paper will require all of these sections. Authors should use a structure appropriate to the scientific work while ensuring that the purpose, result and requested action remain clear.

7.4. Format and presentation

Papers should be prepared in a clear and accessible format to facilitate their review and discussion by SC participants. **All pages should be numbered**, including pages containing figures, tables, references and annexes. Page numbers should be displayed consistently throughout the document.

Authors should also ensure that figures and tables are legible, sections and headings are clearly identified, and references to specific parts of the paper can be readily located during Working Group and plenary discussions.

7.5. Submission deadlines

Papers pertaining to items on the Provisional Agenda are to be provided electronically to the Executive Secretary in accordance with the deadlines established in the SPRFMO Rules of Procedure.

A general deadline of **30 days before the opening of the meeting**, applies with circulation by the Executive Secretary at least 20 days before the meeting.

Because Rules of Procedure and CMMs may subsequently be amended, participants should refer to the deadlines published for the relevant SC annual meeting and the current applicable Rules and CMMs.

Annual Reports should likewise be submitted by the published meeting deadline.

Submission in advance of deadlines is encouraged.



7.6. Late submissions

Late papers may not be accepted by the SC and so may not be considered at the Annual Meeting. Where a paper is received after the deadline, it is identified as a Late Paper and its acceptance for consideration is a matter for the Scientific Committee in accordance with the Rules of Procedure. Late papers create practical difficulties for participants, Chairpersons and the Secretariat, particularly where delegations need time to obtain specialist review or coordinate national positions. Authors should therefore make every effort to meet the applicable submission deadline.

8. Presentations

8.1. Purpose of presentations

Presentations should support discussion of submitted work rather than reproduce the paper in full.

A presentation should clearly identify:

- the scientific question being addressed;
- whether the work is new, ongoing or completed;
- the principal results;
- important uncertainty;
- the relationship to the relevant SC workstream; and
- the advice, recommendation or other action sought from the SC.

Presentations should conclude with a slide clearly identifying requested advice or recommendations, avoid unreadable tables and excessive text, and normally remain under 15 minutes unless otherwise agreed with the SC Chairperson.

A copy of the presentation should be provided to the Secretariat no later than the day before it is scheduled for presentation.

Presentations are at the discretion of the meeting Chairpersons; where there are time constraints, not all papers will be allocated time for a presentation.

9. The Annual Meeting of the SC

9.1. Preparation

Participants are expected to review relevant meeting documents before the Annual Meeting.

Working Group preparatory processes should be used to resolve technical questions where possible and identify matters requiring discussion or decision by the full Committee.

The purpose of plenary discussion should be to focus the Committee's limited meeting time on matters requiring:

- scientific judgement;
- resolution of outstanding technical issues;
- agreement on conclusions;
- prioritisation of future work; or
- formulation of scientific advice to the Commission.



Recent SC coordination discussions have emphasised reducing meeting fatigue, improving sequencing between Working Groups and plenary sessions, simplifying agendas, improving Working Group reporting and keeping the Committee focused on decision-relevant scientific advice.

9.2. Working Group reporting to the SC

Working Group discussions should result in a clear record of:

- principal scientific findings;
- areas of agreement;
- material uncertainties or differing scientific interpretations;
- work completed;
- outstanding tasks;
- proposed amendments to the Multiannual Workplan;
- recommendations requiring SC agreement; and
- proposed scientific advice to the Commission, where applicable.

Working Group reports should distinguish between technical discussion and the conclusions or decisions that require action by the Scientific Committee.

9.3. 23. Scientific advice

The principal function of the SC Annual Meeting is not simply to receive scientific information but to transform relevant scientific work into coherent advice for the Commission.

Advice should, as far as practicable:

- state the scientific conclusion clearly;
- identify the evidence supporting the conclusion;
- describe important uncertainty;
- distinguish scientific findings from management choices;
- identify where further scientific work is required; and
- respond directly to any question or request received from the Commission.

Where the available evidence does not support a definitive conclusion, the SC should describe the uncertainty clearly rather than imply a level of confidence that is not supported by the analysis.

10. Document management and continuity

10.1. Record of SC work

Formal SC Workshops should have a dedicated meeting page or equivalent repository through which meeting materials and reports are retained.

The Secretariat maintains, as appropriate:

- Annual Meeting documents;
- Workshop reports;
- intersessional meeting records;
- Working Group and Task Team reports;
- Multiannual Workplans;
- Terms of Reference;
- relevant templates and guidance; and
- other records necessary to preserve institutional continuity.



Working Group Chairpersons and Task Team Coordinators should provide relevant records to the Secretariat rather than relying solely on personal or informal repositories.

10.2. Review of these Guidelines

These Guidelines are intended to function as a standing operational reference for the Scientific Committee.

They should be reviewed periodically and updated where necessary to reflect:

- changes to the Rules of Procedure;
- new or amended CMMs;
- Commission decisions;
- changes in the SC working structure;
- improvements agreed by the Scientific Committee; and
- experience gained from implementation.

Operational information that changes frequently — such as annual deadlines, current officeholders, individual workshop dates and active Task Teams — are maintained separately from these standing Guidelines.



ANNEX 1

Quick Guide for SC Document Authors

Before submitting a paper to the Scientific Committee, authors should confirm that:

- the paper relates to an item on the SC agenda;
- the relevant Multiannual Workplan task, Terms of Reference item, Commission request or CMM has been identified;
- a concise technical **Summary** is included;
- a plain-language **Summary for Managers** is included;
- the **Action requested from the SC** is explicit;
- conclusions and recommendations are clearly distinguished from background discussion;
- important uncertainties and limitations are identified;
- the paper has been submitted by the applicable deadline;
- any intended presentation is concise and focused on the principal findings and requested action; and
- the relevant Working Group Chairperson is aware of the submission, where applicable.



ANNEX 2

Quick Guide for Working Group Chairpersons and Task Team Coordinators

When planning intersessional work, Chairpersons and Coordinators should confirm:

- the activity has a clear relationship with the Multiannual Workplan or another SC mandate;
- objectives and expected outputs are defined;
- responsibilities and leads are clear;
- meeting dates are coordinated with the broader SC calendar;
- unnecessary additional meetings are avoided;
- participants receive sufficient advance notice;
- the Secretariat has been informed sufficiently early;
- external expert requirements have been identified early;
- reports or other outputs are prepared following the activity;
- progress is reported to the relevant Working Group and SC; and
- outstanding tasks are reflected in future work planning.



ANNEX 3

Annual Report Content Guide

Annual Reports should contain, as applicable:

1. Executive Summary
2. Description of Fisheries
3. Catch, Effort and CPUE Summaries
4. Fisheries Data Collection and Research Activities
5. Biological Sampling and Length/Age Composition
6. Ecosystem Approach Considerations
7. Observer Programme Implementation
8. Significant developments during the preceding year
9. Other matters relevant to the Scientific Committee

Annual Reports are intended to provide concise contextual and reporting information and do not replace required data submissions or substantive scientific papers.



ANNEX 4

History and Development of the Scientific Committee Working Structure

The Scientific Committee has progressively developed its Working Group and intersessional structure since its first Annual Meeting in 2013.

The Jack Mackerel and Deepwater Working Groups were established at the first SC meeting, building on scientific subgroups that had operated before entry into force of the SPRFMO Convention. Subsequent development of the Committee's work led to the creation of the Squid Working Group and the group originally established for habitat and ecosystem monitoring, together with numerous temporary Task Teams, specialist groups and other intersessional arrangements.

The Committee has also increasingly used dedicated Scientific Committee Workshops to progress technical work outside the Annual Meeting. This development reflects the increasing volume and complexity of the SC's scientific programme and the need to complete substantial analytical work intersessionally so that the Annual Meeting can focus on scientific conclusions and advice.

A detailed historical table of Working Groups, Task Teams, specialist groups, their periods of operation and past Chairpersons or Coordinators may be maintained by the Secretariat as an institutional record and updated periodically without requiring amendment of the operational sections of these Guidelines.



ANNEX 5

SC Meeting Cover Page Template

Authors of substantive papers submitted for consideration by the Scientific Committee should include the following information at the beginning of their paper.

[SC MEETING / WORKSHOP]

[DOCUMENT NUMBER]

[TITLE OF PAPER]

[Author(s)]

[Member / CNCP / Organisation, as applicable]

Summary

[Provide a concise, one-paragraph executive summary of the paper. Briefly describe the purpose of the work, the principal approach or analysis, the main findings, and the principal conclusion or recommendation.]

Summary for Managers

[Provide a short plain-language summary for decision-makers who may not have specialist expertise in the subject. Explain what issue was examined, why it matters for SPRFMO, the principal finding, any important uncertainty or limitation, and the potential implications for scientific advice or management.]

Linkage to the SC Work Programme

Identify the basis for submission of the paper, as applicable. Complete all relevant fields; fields that do not apply may be marked N/A.

Reference

Multiannual Workplan task/code

[Insert task/code or N/A]

Working Group or Task Team Terms of Reference [Insert relevant item or N/A]

Commission request / CMM / Decision

[Insert relevant reference or N/A]

SC agenda item

[Insert agenda item]

Where the paper does not arise from an existing Multiannual Workplan task, Terms of Reference, Commission request, CMM or Decision, briefly explain its relevance to the work of the Scientific Committee:

[Insert explanation, if applicable]



Action Requested from the Scientific Committee

[Clearly state what the Scientific Committee is being asked to do in relation to this paper. Where appropriate, reproduce the proposed recommendation or advice that the author is seeking from the SC.]

The Scientific Committee is invited to:

1. [note / consider / review / endorse / agree / recommend ...];
2. [insert additional action, if applicable]; and
3. [insert additional action, if applicable].

The remainder of the paper should follow an appropriate structure for the work being presented. All pages of the submitted document should be numbered. Authors should refer to Section 7 of these Guidelines for further guidance on the preparation and submission of papers.