

Nuku'alofa, Tonga
13 – 21 August 2025

Guidelines for Paper Submission and Operations of the Scientific Committee
TEMPLATE FOR SC PROJECT PROPOSALS

WCPFC-SC21-2025/GN-WP-03, Attachment B

SC9 endorsed a project proposal template outlining the minimum set of issues to be addressed when submitting a proposal to the Scientific Committee (*see Attachment K, SC9 Summary Report*). At SC20, it was recommended that the template be updated to include:

- 1) Information on the WCPFC datasets required to support the project, and
- 2) Comments from the WCPFC SSP regarding the feasibility of providing the requested data in the specified format, where possible (*see paragraph 771, SC20 Summary Report*).

The updated template is provided in **Table 1** below and should be used whenever possible for submitting all project proposals to the Scientific Committee.

Table 1. Proposals should address the following issues as needed.

| Part A: Administrative Summary | |
|--|---|
| 1. Project Title | <i>The official name of the project is concise yet descriptive</i> |
| 2. Organization | <i>Name of the institution or organization submitting the proposal.</i> |
| 3. Administrative Contact | <i>Primary point of contact for administrative matters (name, position, email, phone number).</i> |
| 4. Principal Investigator (PI) and CV | <i>Lead researcher responsible for project execution. Attach a brief CV highlighting expertise relevant to the project.</i> |
| 5. Commencement and Completion Date | <i>Planned project start and end dates (day/month/year).</i> |
| 6. Project Budget Summary | <i>Overview of major cost categories:</i> <ul style="list-style-type: none"> ○ Salaries ○ Travel ○ Operating Costs (e.g., equipment, supplies) ○ Other Costs (e.g., sub-contracts, dissemination) |
| Part B: Project Proposal Description | |
| 1. Project Title | <i>The official name of the project, concise yet descriptive</i> |
| 2. Background and Need | <i>Overview of the problem or issue being addressed, its relevance to WCPFC, and why it needs to be investigated now.</i> |
| 3. Objectives and Benefits | <i>Specific aims of the project and anticipated benefits for WCPFC fisheries management, stock assessment, compliance, or science.</i> |

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| 4. Note | <i>Important clarifications, caveats, or context the SC should know upfront.</i> |
| 5. Rationale | <i>Explanation of why this project approach/methodology is appropriate. Include scientific reasoning and expected impact.</i> |
| 6. Assumptions | <i>Any assumptions on which the project is based (e.g., data availability, stakeholder cooperation, funding conditions).</i> |
| 7. Scope of Work | <i>Detailed description of tasks and deliverables. Clearly define the boundaries of what the project will and will not cover.</i> |
| 8. Activity Schedule | <i>Timeline showing key activities and milestones, possibly in a table or Gantt chart format.</i> |
| 9. Project Outcomes | <i>Expected tangible results (e.g., reports, models, improved data sets, advice for stock assessments).</i> |
| 10. Forms of Results | <i>How the results will be presented (e.g., written reports, presentations at SC, datasets, policy recommendations).</i> |
| 11. Methods | <i>How the results will be presented (e.g., written reports, presentations at SC, datasets, policy recommendations).</i> |
| 12. Data Management Plan / Data Sets Required | <ol style="list-style-type: none"> <i>Specify data needed from WCPFC or SSP (Secretariat of the Pacific Community's Statistics and Science Programme).</i> <i>Assess the feasibility of receiving/accessing the required WCPFC data in appropriate formats.</i> <i>Include how data will be stored, secured, and shared.</i> |
| 13. Other Related Projects | <i>Mention any existing or previous projects with similar objectives to ensure synergy or avoid duplication.</i> |
| 14. Collaborations | <i>List project partners, contributors, and describe their roles. Include inter-agency collaborations if any.</i> |
| 15. Project Staff and CVs | <i>List key project personnel and attach brief CVs focusing on relevant qualifications and experience.</i> |
| 16. Risks of Project Not Achieving Objectives | <i>Identify major risks (e.g., delays in data provision, logistical challenges) and proposed mitigation measures.</i> |
| 17. Timeframe | <i>Estimated duration for each major phase and final delivery, consistent with Activity Schedule.</i> |
| 18. Budget | <i>Detailed budget breakdown, linked to project activities:</i> <ul style="list-style-type: none"> <i>○ Personnel</i> <i>○ Travel</i> <i>○ Operating</i> <i>○ Other (include justification where needed)</i> |
| 19. References | <i>List scientific literature, reports, or data sources cited throughout the proposal.</i> |