

**The Commission for the Conservation and Management of
Highly Migratory Fish Stocks in the Western and Central Pacific Ocean**

**Scientific Committee
Eighth Regular Session**

**Busan, Republic of Korea
7–15 August 2012**

GUIDELINES FOR THE SC CHAIR AND THEME CONVENORS

In the document circulated after SC5 outlining potential benefits to moving to a Theme based meeting structure (now adopted), several additional comments were noted that in the past each Chair/Convener had run their session according to their own rules and that this had caused some confusion and delays. Whilst set in stone rules can cause problems, there has been general agreement that the running of the Scientific Committee (SC) could be improved if the Chairs and Convenors could agree on some basic guidelines for running the meeting and ensuring consistency throughout the meeting.

According to the decision made by the SC7 (paragraph 584.f), the Secretariat prepared a draft guidelines for the review of SC8 officers.

General guidelines for the SC Chair and Theme Convenors

1. The SC Chair and Convenors will be involved with the Commission's Secretariat in developing the provisional annotated agenda for the approval of Heads of Delegation.
2. The SC Chair will convene an SC Officer's Meeting prior to Heads of Delegation meeting. The Meeting will consider SC meeting procedures, including reviewing the indicative schedule according to the volume of theme papers to be covered.
3. The SC Chair and Convenors will direct discussions at the plenary, subject to the approval of Heads of Delegation.
4. The SC Chair and Convenors will make sure that all presentations and discussions should stay focused on the science and the relevant agenda item. Furthermore, while discussion on agenda items to be encouraged the SC Chair and Convenors are to remind the plenary to keep specific questions and commentary concise.
5. The SC Chair and Convenors will ensure observance of the Commission's Rules of Procedure, mutatis mutandis, to accord the right to speak, announce the list of speakers and, with the consent of the Scientific Committee, declare the list of speakers closed.
6. The SC Chair and Convenors should be mindful of non-English speaking delegations, particularly when text is edited on screen. Draft text will be circulated prior to being submitted for the approval of the SC. Appropriate time should then be given for plenary to consider the text prior to approval.

7. The SC Chair and Convenors, in consultation with the Secretariat, may formulate Informal Small Group (ISG) meetings that will be held, as needed, in the margin of the plenary to formulate a conceptual framework and/or develop consensus views, and submit a summary paper of the ISG meeting to the plenary for consideration. The plenary will try to make every effort to avoid duplicating discussions that were made at the ISGs. The SC Chair and Theme Convenors will consult with the facilitators of ISGs to coordinate meeting schedules.

8. SC Chair and convenors should help develop consensus by briefly summarising discussions across the floor. They should not indulge in monologues and should remain alert to CCMs wishing to make interventions across the floor of the meeting.

9. SC Chairs and convenors should not directly or indirectly advocate their own views or the positions of their own delegations when chairing the plenary or theme sessions.

10. The SC Chair and Convenors will consult on how non-consensus is to be handled and accommodated into the provision of advice to the Commission. The use of break-out groups may help to achieve a consensus view.

Guidelines for the SC Chair

1. The rules and powers of the SC Chair are explained in Rule 9 of the Commission's Rules of Procedure, which is annexed below.

Rule 9 (Function of the Chairman)

1. In addition to exercising the powers conferred upon him or her elsewhere in these rules or by the Convention, the Chairman shall declare the opening and closing of each plenary meeting of the Commission, direct the discussions in plenary meeting, ensure observance of these rules, accord the right to speak, announce the list of speakers and, with the consent of the Commission, declare the list of speakers closed, put questions and announce decisions. He or she shall rule on points of order and, subject to these rules, shall have complete control of the proceedings at any meeting and over the maintenance of order thereat. The Chairman may, in the course of discussion of an item, propose to the Commission the limitation of the time to be allowed to speakers, the limitation of the number of times each representative may speak, the closure of the list of speakers or the closure of the debate. He or she may also propose the suspension or the adjournment of the meeting or the adjournment of the debate on the item under discussion.

2. The Chairman, in the exercise of his or her functions, remains under the authority of the Commission.

3. The Vice-Chairman acting as Chairman shall have the same powers and duties as the Chairman.

Guidelines for the Theme Convenors

1. Convenors will provide draft agendas for their Theme session. This will be done in consultation with the Commission's Secretariat to take account of specific requests from the Commission and with the scientists who are providing a paper to the Theme. Based on this process, Convenors will also decide which papers will be presented as Working Papers and which will be provided as Information Papers. Papers that are not relevant to agenda items should not be accepted. Information papers are not normally presented verbally but may be referred to by the SC in discussion and in formulating recommendations to the Commission.

2. The submission of papers for sessions of the Scientific Committee should be in accordance with the specified timeline. Convenors in consultation with the Secretariat should give consideration towards deadlines for submission of papers, recognizing that CCMs need time to consider the papers in consultations domestically and with other CCMs.
3. Convenors will provide guidance to each presenter on the time allowed for the presentation and discussion of their paper in order to facilitate staying within the time allocated to the Theme session.
4. Convenors will enlist support rapporteurs to take notes on the discussion for each agenda item. Convenors will also work with the Head Rapporteur on the production of the final summary report for each Theme session.
5. During the sessions at the SC, Convenors should identify Information Papers that support and are relevant to Working Papers in line with Theme Session Agenda. Other information papers should be separated by posting directly beneath Agenda related papers.
6. After the completion of presentations and the discussion of agenda items and possible management advice Convenors will draft recommendations and circulate these to the meeting seeking comments and feedback. Each Theme will then reconvene during a time provided for in the Meeting Agenda to undertake the final review and adoption of recommendations for their Theme. For this final review changes made to the initial draft recommendations are to be presented in track changes format. The Head Rapporteur will assist in the finalization of the recommendations for each Theme.
7. Convenors should assist the plenary reach consensus in adopting recommendations.
8. Convenors should be mindful of the time allocated to their session and where possible take advantage of any time saving opportunities.