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**SCIENTIFIC COMMITTEE**

**TWENTY-FIRST REGULAR SESSION**

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** | The official name of the project is concise yet descriptive |
| 1. **Organization** | Name of the institution or organization submitting the proposal. |
| 1. **Administrative Contact** | Primary point of contact for administrative matters (name, position, email, phone number). |
| 1. **Principal Investigator (PI) and CV** | Lead researcher responsible for project execution. Attach a brief CV highlighting expertise relevant to the project. |
| 1. **Commencement and Completion Date** | Planned project start and end dates (day/month/year). |
| 1. **Project Budget Summary** | Overview of major cost categories:   * + Salaries   + Travel   + Operating Costs (e.g., equipment, supplies)   + Other Costs (e.g., sub-contracts, dissemination) |
| **Part B: Project Proposal Description** | |
| 1. **Project Title** | The official name of the project, concise yet descriptive |
| 1. **Background and Need** | Overview of the problem or issue being addressed, its relevance to WCPFC, and why it needs to be investigated now. |
| 1. **Objectives and Benefits** | Specific aims of the project and anticipated benefits for WCPFC fisheries management, stock assessment, compliance, or science. |
| 1. **Note** | Important clarifications, caveats, or context the SC should know upfront. |
| 1. **Rationale** | Explanation of why this project approach/methodology is appropriate. Include scientific reasoning and expected impact. |
| 1. **Assumptions** | Any assumptions on which the project is based (e.g., data availability, stakeholder cooperation, funding conditions). |
| 1. **Scope of Work** | Detailed description of tasks and deliverables. Clearly define the boundaries of what the project will and will not cover. |
| 1. **Activity Schedule** | Timeline showing key activities and milestones, possibly in a table or Gantt chart format. |
| 1. **Project Outcomes** | Expected tangible results (e.g., reports, models, improved data sets, advice for stock assessments). |
| 1. **Forms of Results** | How the results will be presented (e.g., written reports, presentations at SC, datasets, policy recommendations). |
| 1. **Methods** | How the results will be presented (e.g., written reports, presentations at SC, datasets, policy recommendations). |
| 1. **Data Management Plan / Data Sets Required** | 1. Specify data needed from WCPFC or SSP (Secretariat of the Pacific Community's Statistics and Science Programme). 2. Assess the feasibility of receiving/accessing the required WCPFC data in appropriate formats. 3. Include how data will be stored, secured, and shared. |
| 1. **Other Related Projects** | Mention any existing or previous projects with similar objectives to ensure synergy or avoid duplication. |
| 1. **Collaborations** | List project partners, contributors, and describe their roles. Include inter-agency collaborations if any. |
| 1. **Project Staff and CVs** | List key project personnel and attach brief CVs focusing on relevant qualifications and experience. |
| 1. **Risks of Project Not Achieving Objectives** | Identify major risks (e.g., delays in data provision, logistical challenges) and proposed mitigation measures. |
| 1. **Timeframe** | Estimated duration for each major phase and final delivery, consistent with Activity Schedule. |
| 1. **Budget** | Detailed budget breakdown, linked to project activities:   * + Personnel   + Travel   + Operating   + Other (include justification where needed) |
| 1. **References** | List scientific literature, reports, or data sources cited throughout the proposal. |