



CCAMLR

COMM CIRC 06/90
SC CIRC 06/31

Thursday, 10 August 2006

Submission of Papers to Meetings of the Commission - Reports of Members Activities

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TO ALL MEMBERS OF THE COMMISSION AND THE SCIENTIFIC COMMITTEE

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Submission of Papers to Meetings of the Commission – Reports of Members' Activities

Members will be aware that at its meeting in 2005, the Commission accepted the Scientific Committee's advice that Reports of Members' Activities are no longer required in the Committee's work or that of its working groups (CCAMLR-XXIV, paragraph 3.7; CCAMLR-XXIV, Annex 4, paragraph 9; SC-CAMLR-XXIV, paragraph 15.5). Consequently, the Secretariat has removed the reference to these reports in the guidelines for the Submission of Papers to Meetings of the Commission (see attached). This situation will remain unless Members indicate otherwise.

Dr D.G.M. Miller
Executive Secretary

Attch.



August 2006

SUBMISSION OF PAPERS TO MEETINGS OF THE COMMISSION

SUBMISSION OF PAPERS TO MEETINGS OF THE COMMISSION

These rules aim to ensure that papers are submitted in sufficient time and in an appropriate form for delegates to be able to read them and absorb their contents before matters contained therein are addressed. This will also enable the substance of each paper to be given due and equal consideration.

All papers considered by the Commission to support the taking of decisions are denominated 'working papers'. Papers provided for background information only are 'background papers'.

2. Working papers require translation into the four official languages. The deadline for submission to the Secretariat is 45 days prior to the beginning of the meeting (Table 1), to allow for processing, including translation.
3. It is usual that the substance of any paper will be included in the main text. Therefore, to avoid undue cost and delay of translation, only the main body of text will be translated and not any appendices or attachments.
4. Background papers, including reports from observers to the meeting, should be submitted to the Secretariat no later than 30 days prior to the beginning of the meeting (Table 1). These are made available to delegates in the language of submission.
5. Papers should be submitted by email to webmaster@ccamlr.org in Microsoft Word format.
6. Papers received by the Secretariat by the stated deadlines will be processed and made available to Members on the CCAMLR website in advance of the meeting.
7. Papers received after the stated deadlines but before 15 days prior to the beginning of the meeting will be processed and distributed to participants at registration in the language of submission, as well as being placed on the website. Translation of working papers will be possible only to the extent that the length of the paper and the date of submission permit.

8. Papers received later than 15 days after the stated deadlines but before the start of the meeting will be processed and distributed to participants, if possible, at registration, otherwise during the meeting, subject to the requirements of the meeting.

9. Papers submitted after the beginning of the meeting will not be accepted unless the Chair of the meeting considers that they are of sufficient importance and that delegates will have enough time to give them adequate consideration before the relevant agenda item is discussed. In the case of working papers, translation will depend on the prioritisation of all translation work during the meeting, as determined by the Executive Secretary.

10. Background documents prepared by Member delegates during the meeting in response to identified requirements must be submitted by, or on behalf of, the Head of Delegation and will be processed and distributed as quickly as possible.

11. Each working paper and background paper should include a title page and an abstract. The title page should contain:

- (i) reference to the meeting to which the paper is submitted (e.g. in 2004, CCAMLRL-XXIII);
- (ii) the specific agenda item number(s) to which the paper refers;
- (iii) the title of the paper;
- (iv) the name of the Member/organisation, and of the author(s) if applicable, submitting the paper to the meeting;
- (v) the following disclaimer:

‘This paper is presented for consideration by CCAMLRL and may contain unpublished data, analyses, and/or conclusions subject to change. Data in this paper shall not be cited or used for purposes other than the work of the CCAMLRL Commission, Scientific Committee or their subsidiary bodies without the permission of the originators and/or owners of the data.’

12. The main body of text should not exceed five A4 pages with a maximum of 10 pages of additional information.

Table 1: Requirements for submission of papers to meetings of the Commission.

Category of Papers	Deadline for Submission to the Secretariat	Contents	Volume Limits	Reference to Agenda Item to which Paper Refers	Abstract
Working Papers	45 days prior to annual CCAMLR meeting	Relates to specific agenda items and contains proposals, conclusions and recommendations intended to lead directly to decisions.	5 pages	Required	Required
Background Papers	30 days prior to annual CCAMLR meeting	Provides detailed discussion, factual information or research results relevant to specific agenda items.	~15 pages	Required	Required