

PUBLICATIONS POLICY AND PROCEDURES FOR THE PREPARATION OF MEETING DOCUMENTS

11.1 A review of publication categories and procedures was prepared by the Secretariat (CCAMLR-IV/9).

11.2 It was agreed that the initiation of the Statistical Bulletin will be further delayed until more complete data records are held by the Commission. In the meantime, a Draft Summary of Catch and Effort Statistics will be appended to the Scientific Committee's Report (Annex 8).

11.3 The Chairman thanked Dr G. Stander (South Africa) and the members of the *Ad Hoc* Working Group on Publication Matters for their past efforts. Because the work of this *ad hoc* group has now been completed, the group was disbanded.

Reports of members

11.4 The Chairman described the unsatisfactory aspects of Members' Reports on scientific and fishing activities. It was noted that only 50% of the required reports had been submitted at the start of the meeting, others were submitted late, and still others had not been submitted at all.

11.5 To facilitate the review of members' activities, it would be desirable to have the content, style and length of the reports more uniform. The Secretariat was asked to develop more specific guidelines to assist members in preparing their reports in a more standardised format.

11.6 The Secretariat noted that it would be desirable to keep the length of reports as short as possible, but that reports should address all major activities of members. Keeping the individual reports concise will reduce the volume of material to be translated and duplicated and keep the overall volume of publication of the reports to a manageable size.

11.7 It was agreed that members should ensure that their reports are received by the Secretariat a minimum of 30 days prior to the annual meeting. This deadline is required to allow translation of the reports.

11.8 It was agreed that members' reports should not exceed 5 pages in length. Members are invited to supplement these concise summaries with more detailed working documents describing specific aspects of their national research or fishing activities, including bibliography. These supplements will not be translated and published.