

PUBLICATIONS POLICY AND PROCEDURES FOR THE PREPARATION OF MEETING DOCUMENTS

Reports of Members' Activities

10.1 The Executive Secretary presented a report on the reporting of Members' activities in the Convention area (SC-CAMLR-V/7). The Secretariat had developed more specific guidelines to assist Members in preparing their reports in a more standardised format.

10.2 The importance of keeping the reports brief was stressed. Attachments (e.g. lengthy bibliographies) are making the reports unduly long. However, some Members called attention to the value of including current information in attachments to the reports.

10.3 The guidelines shown in SC-CAMLR-V/7 were modified to exclude 5.b. on page 4 (list of documents intended for submission for the consideration of the Scientific Committee). It was also agreed that in future reports, only appendices and attachments that do not exceed 5 pages will be reproduced by the Secretariat.

10.4 The two principal sections for describing activities, as outlined in the guidelines, are (a) fishery activities, and (b) research activities. It was agreed that Members' activities that fall outside these categories (e.g. implementation of Conservation Measures) should be brought directly to the attention of the Commission.

10.5 The Chairman once again encouraged Members to submit their reports on time, as required. During the past year, only 5 reports were submitted in time to meet the established deadline.

10.6 The Scientific Committee agreed that the Reports of Members' Activities were a necessary instrument for the work of both the Commission and the Scientific Committee.

Review of Charge Policy for Publications

10.7 The Executive Secretary reviewed the charge policy for various CCAMLR documents (CCAMLR-V/9). At present, 6 types of documents are published by the Secretariat: (1) basic documents of the Commission, (2) report of the annual meeting of the Commission, (3) report of the meeting of the Scientific Committee, (4) report of Members' activities, (5) selected papers presented to the Scientific Committee, and (6) occasional publications.

10.8 The Standing Committee on Administration and Finance (SCAF) decided that these documents should continue to be available without charge until such time as a change in this policy is considered necessary.

10.9 Because of rising costs associated with publications, SCAF asked the Secretariat to explore measures to reduce the expense of producing publications. Each of the types of publications was discussed within the Scientific Committee to re-evaluate the importance of different documents and to attempt to determine cost-saving measures.

10.10 The Scientific Committee welcomed the continuation of the policy to make documents available free of charge.

10.11 The selected papers is a useful compendium of documents and should be continued. It was felt that the creation of some sort of editorial board would be useful in selecting and perhaps reducing the number of papers published. For an editorial board to be both fair and efficient, it was stressed that criteria used in selecting papers needed to be developed.

10.12 It was agreed that at the end of the session, a group comprised of the Chairman, the Vice-Chairmen, the Conveners of working groups, the Executive Secretary, and the Science Officer would form an ad hoc editorial board. They will report to the next session regarding the selection criteria and actions taken.

Annexes to the Scientific Committee Report

10.13 There was wide support for continuing to include the full reports of working groups as annexes to the Scientific Committee's report. Much of the work that is done by the Scientific Committee is done in these groups, and therefore these reports should be entered into the formal record of the Committee.

10.14 Documents to be submitted to working groups should be sent to the Conveners in advance of the meetings. These papers then become a useful addition to the work of the broader Scientific Committee.

10.15 It was agreed that when working group reports refer to a paper circulated during the meeting, these papers themselves should be considered for publication in the 'Selected Papers' issues.

General Comments

10.16 It was noted that when the Basic Documents are reprinted next, the 'Declaration of the Chairman in 1980' should be included.

10.17 The size format for reports at the present time is not standard. Some Members stated that it would be helpful if all documents were of a uniform size.

10.18 The use of single-spaced instead of double-spaced printing on the Scientific Committee's report could potentially save reproduction and postage costs by reducing the bulk of the documents.

10.19 The use of a large sheet format (e.g., A4) might allow copies of back issues to be photocopied as needed, thereby reducing the need for maintaining large backlogs of extra copies of documents.