

**DEADLINES AND DISTRIBUTION OF DOCUMENTS
AT THE 24th REGULAR MEETING OF THE COMMISSION**

All documents **MUST** be submitted to the ICCAT Reception Desk, where you will be requested to complete a form.

1. Draft Recommendations and Resolutions

All CPCs should provide the Secretariat at the beginning of the meeting with the names of the members of their delegations who may submit proposals.

In accordance with the information from the Chair contained in document **PLE-117**, the final deadline for receipt of draft proposals for distribution is **11:00 hours on 12 November 2015**. Any proposals originally submitted "on hold" must be released at that time, or they will not be included for discussion. No new proposals may be submitted after 11:00 on 12 November. All sponsors are requested to submit revisions to proposals already discussed, with the changes clearly marked, as early as possible to the Secretariat to facilitate distribution and discussion of revised text in the three languages. If in doubt, please request the latest Word version of a document from the Secretariat before making changes.

2. Changes to the Compliance Tables

The **FINAL** deadline for receipt of changes to the compliance tables is **18:00 hours on 10 November 2015**. No additional changes can be accepted by the Secretariat after that time. Any later revisions are at the discretion of the Chair of the compliance committee, and should be first discussed with him before submission to the Secretariat.

3. Statements

All CPCs and observer delegations may make statements in writing to the Plenary and/or the subsidiary bodies of the Commission, which will be attached to the report. Statements should be brief position statements and limited to one statement per delegation per subsidiary body, and should be clearly headed as a STATEMENT. Statements will be translated after the meeting and attached to the final report.

4. Other meeting documents

CPCs or observer delegations may also submit longer background documents / position papers in support of their statements for distribution. Such documents will be made available in original language only. Paper copies of very long documents will not be distributed, but will be made available through the electrometric document site.

A table outside the meeting room will, as usual, be made available for observer delegations to distribute pamphlets, information papers etc.

In the exceptional case of power point presentations, CPCs are requested to provide the Secretariat with an electronic copy in advance in order to make the text available to the interpreters and to CPCs through the document meeting site

5. Compliance submissions

Late compliance submissions should be transmitted through the usual channels (info@iccat.int). These will be brought to the attention of the Compliance Committee Chair.